



Alabama Department of Corrections

Women's Services Classification Manual



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CHAPTER 1: INTRODUCTION AND DEFINITIONS

1.1 GENERAL

The Women's Services Classification Manual is the official source document and authority for Alabama Department of Corrections (ADOC) Women's Services classification procedures in keeping with ADOC Administrative Regulations (AR) and all other policies and directives that impact women inmate classification.

1.2 AUTHORITY

The Women's Services Classification Manual is published under the authority of the ADOC Commissioner with all revisions, amendments, and additions being submitted through the Director and/or Assistant Director of Classification and the Deputy Commissioner for Women's Services. The manual is to be reviewed annually.

1.3 OBJECTIVES

- To provide an objective classification system.
- To make security and custody assignments consistent with available resources to ensure that inmates are placed in the least restrictive setting while providing for the protection of the public, staff, and inmates.
- To identify an inmate's treatment, programming, educational, and vocational needs to make appropriate referrals.
- To use available risk and needs assessment data to prioritize evidence-based program placements.
- To use a gender-responsive, strengths-based approach to classification and assessment.

1.4 DEFINITIONS

Administrative Restrictive Housing: Non-punitive single cell confinement of an inmate whose continued presence in general population poses a threat of life, property, security, or the orderly operation of an institution.

Classification: The method of assessing inmate risk and need to arrive at an appropriate assignment to an ADOC facility, housing unit, and/or required programming.

Central Review Board (CRB): The board is comprised of Classification Review Board Analysts assigned to the Central Classification Division.

Classification Review Board Analyst (CRBA): Classification professional assigned to the Central Classification Division with primary responsibility for analysis and final determinations of recommendations submitted by institutional classification units to ensure policy compliance and to provide guidance to institutional staff.

Classification Supervisor: Classification professional assigned to a correctional institution with primary responsibility being the implementation and coordination of the classification process to ensure policy compliance.

Classification Specialist: Classification professional assigned to a correctional institution with primary responsibility being to classify inmates in accordance with policy.

Dunks (Probation or Parole): Inmates ordered to the ADOC for no more than 45 days as intermediate sanctions to parole or probation violations on technical offenses. Offenders must be “dunked” three times prior to consideration for full revocation of parole or probation for technical violations, as per Alabama Code § 15-22-54.

Evidence-Based Practices (EBP): The utilization of assessments and interventions which rely upon validated research findings to improve offender outcomes, such as reduced recidivism. The results of validated risk/needs assessments guide decision-making for program assignment, coupled with case planning to target highest needs on a prioritized basis.

Institutional Restrictive Housing Review Board (IRHRB): A committee comprised of a Warden (or designee) acting as chair, Classification Supervisor, Chaplain, Psychologist/ Psychological Associate, or alternate(s) to review the status of inmates confined in restrictive housing.

Overrides: Changes to an inmate’s actual scored custody level.

Mandatory Overrides: The required override to an inmate’s actual scored custody level based on the Women’s Services Classification Manual guidance.

Discretionary Overrides: The override of an inmate’s actual scored custody level when professional judgment indicates another custody level is most appropriate.

Prison Rape Elimination Act (PREA) Screening: An assessment used to identify an inmate's likelihood of being sexually victimized or perpetrating sexual aggression. The tool is designed to link inmates to supportive programs and services and to protect inmates from potential victimization.

Protective Custody: Requested or required status of separating an inmate from the general population by non-punitive confinement in a cell, cell block, or dorm due to the potential threat to the inmate's safety that has been documented and justified, as provided in Administrative Regulation 435.

Psychological Services: Psychological professionals assigned to a correctional institution with primary responsibilities being to provide psychological assessments and mental health services for inmates.

Qualified Mental Health Professional (QMHP): a *licensed* master's prepared clinician psychologist, certified registered nurse practitioner, or psychiatrist

Reclassification: The process of reevaluating an inmate's custody and placement as often as circumstances warrant, but not less than every six months.

Restricted Housing Unit: Housing for inmates whose continued presence in the general population would pose a serious threat to life, property, self, staff or other inmates, or to the security or orderly operation of a correctional facility.

Scored Custody Level: A numeric rating assigned to an inmate based on the Women's Risk Needs Assessment (WRNA). The rating will translate into one of three (3) custody levels (Close, Medium, or Minimum).

Security Level (SL): The numerical rating assigned to the various institutions and placement options within the ADOC.

Serious Mental Illness (SMI): Psychotic Disorders, Bipolar Disorders, and major depressive disorders; any QMHP diagnosed mental disorder (excluding substance use disorder) currently associated with serious impairment in psychological, cognitive, or behavioral functioning that substantially interferes with the person's ability to meet the ordinary demands of living and requires the development of an individualized treatment plan by a qualified mental health professional(s).

Serious Physical Injury: Defined in Alabama Criminal Code 13A-1-2 (14) (1975) as physical injury that creates a substantial risk of death, or that causes serious and protracted disfigurement, protracted impairment of health, or protracted loss or impairment of the function of any bodily organ.

Social Service Caseworker: A Social Work professional assigned to a correctional institution with primary responsibilities being to conduct classification assessment-driven, gender-responsive case management and to facilitate gender-responsive programming.

Supervised Re-Entry Program (SRP): A program designed to provide opportunities for rehabilitation, resocialization, and reintegration of certain inmates with the primary goal being a structured re-entry to society. Inmates participating in SRP as a component of the custodial population of ADOC are assigned to non-ADOC placement under supervision of their sponsors and ADOC SRP supervisors. Inmates are required to obtain employment, education, and/or training as well as pay court-ordered restitution.

Women's Risk Needs Assessment (WRNA): A validated, gender-responsive risk and needs assessment system used to assess adult, women offenders at various decision points across the criminal justice system with the goal being reduction of recidivism through treating the identified risk factors and utilizing the identified strengths of the offender.

1.5 CONFIDENTIALITY OF RECORDS

All information contained in an inmate file shall be treated as confidential. Information shall only be shared with law enforcement entities and other agencies whose need is within the scope of official business. Dissemination of records for any non-business-related use is strictly prohibited and is a violation of ADOC policy.

CHAPTER 2: RESPONSIBILITIES

- 2.1 THE COMMISSIONER OF CORRECTIONS** is responsible for the direction and operation of the ADOC and has full override authority of any criteria in this manual that is not otherwise directed by law. This authority may be delegated to the Deputy Commissioner of Women’s Services.
- 2.2 THE ASSOCIATE COMMISSIONER OF PLANS AND PROGRAMS**, as delegated by the Commissioner of Corrections, performs the duties of the Commissioner with respect to plans and programs.
- 2.3 THE DEPUTY COMMISSIONER OF WOMEN’S SERVICES**, as delegated by the Commissioner of Corrections, performs the duties of the Commissioner with respect to Women’s Services.
- 2.4 THE DIRECTOR OF CLASSIFICATION** is responsible for:
- Oversight of ADOC classification process and Central Classification Division.
 - Implementing ADOC policies and procedures for the classification of inmates.
 - Assuring that all approved classification policies, procedures and criteria comply with state law and existing court orders.
 - Supervising the operation of the Central Classification Division to include selection of personnel.
 - Evaluating institutional classification units through site visits and review of work produced.
 - Performing special projects and other duties as directed by the Commissioner/Associate Commissioner of Plans and Programs or the Deputy Commissioner of Women’s Services.
 - Providing assistance to institutional Wardens for interview/selection of Classification staff as requested.

- Providing classification related assistance to ADOC staff.

2.5 THE ASSISTANT DIRECTOR OF CLASSIFICATION is responsible for:

- Performing as the Director in his/her absence.
- Performing special projects directed by the Director.
- Reviewing and recommending updates to the Women's Services Classification Manual through the Deputy Commissioner for Women's Services.
- Providing classification-related assistance to ADOC staff.

2.6 THE CENTRAL REVIEW BOARD (CRB) is responsible for:

- Reviewing and approving the institutional classification recommendations for inmate custody level and security level placement decisions.
- Performing special projects directed by the Director/Assistant Director of Classification.

2.7 CLASSIFICATION REVIEW BOARD ANALYSTS (CRBA) are responsible for:

- Analyzing classification reviews submitted by institutional classification units to ensure policy compliance.
- Performing special projects directed by the Director/Assistant Director of Classification.
- Providing instructional guidance to ADOC personnel on classification policies and procedures.
- Conducting institutional audits to ensure that the classification process is operating in compliance with policies and procedures.
- Providing classification assistance to institutions on a temporary basis with day-to-day operations to ensure that the classification services are uninterrupted.

2.8 CLASSIFICATION SUPERVISORS are responsible for:

- Ensuring that the institution’s classification process operates in compliance with ADOC and Women’s Services policies.
- Serving as the direct supervisor of the institutional classification unit.
 - Providing orientation and training for new staff members as well as continuous training to assure that Classification Specialists and Social Service Caseworkers are aware of all changes to policies, procedures, or criteria.
 - Adhering to the direction and guidance of the Central Review Board and Director/Assistant Director of Classification, and Deputy Commissioner of Women’s Services.
 - Ensuring the coordination of assessment-driven case management and gender-responsive programming and services between psychological services, medical services, drug treatment providers, classification specialists, and social service caseworkers.
- Serving on the Institutional Restrictive Housing Review Board (IRHRB).

2.9 CLASSIFICATION SPECIALISTS are responsible for:

- Facilitating inmate orientation on classification procedures.
- Conducting inmate interviews and documenting relevant information, including the WRNA and PREA Risk Screening assessments.
- Managing caseloads in accordance with the Women’s Services Classification Manual.
- Addressing the classification questions and concerns of an inmate.
- Initiating classification reviews and recommendations.
- Meeting with inmates in person at least annually.

2.10 SOCIAL SERVICE CASEWORKERS are responsible for:

- Conducting inmate interviews and documenting relevant information, including the WRNA and PREA Risk Screening assessments.
- Managing caseloads in accordance with the Women's Services Classification Manual.
- Providing assessment-driven case management to ensure that women are referred to gender-responsive programs and services.
- Addressing the programmatic and service questions and concerns of an inmate.
- Facilitating the delivery of research-based programming.
- Meeting with inmates in person at least quarterly.

2.11 WARDENS/DESIGNEES are responsible for:

- Administration and support of the classification function at the institutional level.
- Providing input on classification recommendations.
- Chairing the Institutional Restrictive Housing Review Board (IRHRB).

2.12 PSYCHOLOGISTS/PSYCHOLOGICAL ASSOCIATES are responsible for:

- Evaluating an inmate's intellectual functioning, educational level, substance abuse history, personality and psychological disorders, and mental stability.
- Conducting inmate interviews and documenting relevant information, including the WRNA and PREA Risk Screening assessments.
- Conducting inmate interviews and documenting relevant information for women under the supervision of Psychological Services.
- Providing input on classification recommendations regarding the inmate's current mental health status and programming needs.

- Serving on the Institutional Restrictive Housing Review Board (IRHRB).

2.13 CLASSIFICATION TRAINING must be successfully completed by classification specialists before participating in official classification actions. Expected training outcomes include:

- Read and be familiar with ADOC Administrative Regulations (AR), especially those dealing with classification functions.
- Read and be familiar with the institutional Standard Operating Procedures (SOP) of the facility of assignment.
- Read and be familiar with the ADOC Women’s Services Classification Manual and all other pertinent classification memorandums and/or directives.
- Become proficient in reading, navigating, and interpreting classification-related files and documents.
- Become proficient in reading, navigating, and interpreting ADOC and related computer systems.
- Complete ADOC PREA training regarding sexual safety and PREA policies and procedures.
- Complete training in gender-responsive principles and practices.
- Complete training in all classification assessment tools including, but not limited to, the WRNA and the PREA Screening Tool.
- Attend CRB conducted training sessions as scheduled.
- Attend ADOC advanced training as required.

Classification Specialists, Supervisors, and Analysts are encouraged to attend ongoing professional workshops and training sessions to enhance their professional development and increase their knowledge of evidence-based practices.

2.14 SOCIAL SERVICE CASEWORKER TRAINING must be successfully completed by social service caseworkers before participating in official caseworker actions. Expected training outcomes include:

- Read and be familiar with ADOC Administrative Regulations (AR), especially those dealing with classification and programming functions.
- Read and be familiar with the institutional Standard Operating Procedures (SOP) of the facility of assignment.
- Read and be familiar with the ADOC Women’s Services Classification Manual and all other pertinent classification memorandums and/or directives.
- Become proficient in reading, navigating, and interpreting classification-related files and documents.
- Become proficient in reading, navigating, and interpreting ADOC and related computer systems.
- Complete ADOC PREA training regarding sexual safety and PREA policies and procedures.
- Complete training in gender-responsive principles and practices.
- Complete training in all classification assessment tools including, but not limited to, the WRNA and the PREA Screening Tool.
- Complete training in assessment-driven case management.
- Complete training in rehabilitative program facilitation.
- Attend additional ADOC training sessions as scheduled and required.

Social Service Caseworkers are encouraged to attend ongoing professional workshops and training sessions to enhance their professional development and increase their knowledge of evidence-based practices.

CHAPTER 3: INITIAL CLASSIFICATION PROCEDURES

3.1 INITIAL INTAKE PROCESSING AND CLASSIFICATION

The processing, assessment, and evaluation of an inmate on admission to ADOC resulting in appropriate custody, institutional placement, and the identification of treatment/program needs. Women inmates will be received at Tutwiler Prison for Women (TPFW), unless otherwise directed.

3.2 INITIAL INTAKE PROCESSING

Identification

Security Threat Group (STG) Identification - An inmate believed to be affiliated with an STG will be identified and documented through the Inmate Management System (IMS).

Identification of Illegal Immigrants - Inmates born outside of the United States (including Puerto Rico) will be identified by Immigration and Customs Enforcement (ICE) representatives or by Classification Specialists. The Classification Specialist will complete the Report of Suspected Illegal Immigration Status form and forward to the Assistant Director of Classification/designee for processing. The form will be submitted to ICE for determination of immigration status. Detainers will be placed by ICE on those inmates determined to be in the United States illegally.

Prison Rape Elimination Act (PREA) Screening - In accordance with Administrative Regulation 454, Inmate Sexual Abuse and Harassment [Prison Rape Elimination Act (PREA)], all incoming inmates will be screened for potential risk of sexual vulnerability or sexual aggression within seventy-two (72) hours of intake. The Classification Specialist or authorized designee will complete the TPFWS SOP 8-12, Form A, *PREA Risk Factors Checklist*, by interviewing the inmate and using all available information regarding prior history. Those inmates who are deemed to be potential victims or potential aggressors will be referred to a mental health professional for further evaluation and final designation prior to assigning permanent housing. In accordance with the National PREA standards, women identified on the *PREA Risk Factors Checklist* as having experienced prior sexual victimization or having perpetrated sexual abuse in the past shall be offered a follow-up appointment with mental health within 14 days of the intake screening. Those identified as neither a potential victim or potential aggressor will require no further action. PREA identifications will be used for internal classification decisions to protect inmates from potential victimization. This

screening must be re-administered to all inmates within 30 days after initial administration and when warranted by referral, request, or receipt of additional, relevant information.

Orientation

As part of the intake orientation process, inmates are provided basic information regarding classification procedures and services by classification staff.

Those inmates identified by the Office of Health Services as requiring the specialized orientation/life skills curriculum will be offered an orientation approved by the ADOC Legal Division which meets the requirements of the Americans with Disabilities Act (ADA).

Physical Examination

The inmate will receive a physical examination upon admission and will be assigned a Health Code (HC) in accordance with the Office of Health Services (OHS) procedures.

Psychological/Psychiatric Evaluations

The inmate will be screened by mental health professionals and assigned a Mental Health Code (MH) in accordance with MH E-04 (b), *Mental Health Coding*.

The inmate will also be given a battery of psychological tests and be interviewed by ADOC personnel. The results may be used in classification recommendations and determinations.

3.3 INITIAL INTAKE CLASSIFICATION

Classification Interview

A Classification professional or Psychological Associate will administer the WRNA to gather information required for classification decision-making.

Review and Collection of Documents/Information

The Classification Specialist will review relevant databases and all available documents pertinent to classification.

Examples include:

- Certified Court Transcript(s).
- Time Sheet/Inmate Summary.

- Psychological Evaluation or Update.
- Inmate Management System (IMS)/Electronic Filing System.
- Pre/Post Sentence Investigation (PSI).
- AlaCourt/AlaCop Search.
- WRNA assessment information when available.
- Other documentation/information from the County Jail(s), Judge(s), FBI report(s), etc.

The Classification Specialist will attempt to obtain other relevant information, as needed.

Examples include:

- When there is no PSI available, attempts are to be made to obtain details of violent offenses from the District Attorney(s), Sheriff/Police Report(s), etc. Documentation of the attempts and/or the source of the information shall be included in the recommendation.
- Review of other computer resources, such as corrections websites from other states.

Documentation of Classification Results

- After the Classification Specialist has reviewed all available documentation, all accumulated data is entered into the classification module with recommendations for custody level, institutional placement, and treatment/program(s) participation.
- The recommendation is then viewed by a Psychological Associate and a Warden (or designee) for comments and/or recommendations.
- The recommendation is returned to the Classification Specialist for final review before submission to the CRB.
- Until electronic signature capability is available, the boarding sheet page of the Classification Summary will be printed from the module for required signatures.
- The signed boarding sheet will be scanned into the inmate record as a “suspense” copy and the original will be forwarded to the CRB for action.

- The signature of the inmate does not imply agreement with the recommendation and does not preclude subsequent appeal.

Documentation of Decisions

- The CRBA(s) will review the recommendations and will approve, deny, or amend the recommendation resulting in the approved custody level, institutional placement, and treatment/program(s).
- The CRBA(s) decision will be entered into the module and documented on the boarding sheet.
- The distribution of the boarding sheet is as follows:

Inmate.
Inmate file.

3.4 DEPARTURE FROM NORMAL INTAKE

Medical Holds

The classification process may be delayed when an inmate has been identified as needing medical or mental health treatment. The classification process will resume once the inmate's status permits.

Court Returns

The classification process may be delayed when an inmate is summoned for court appearance prior to the completion of classification. The inmate will be tracked by classification personnel and will be scheduled for the continuation of the classification process upon return from the court appearance.

Parole Violators

The classification process will be delayed for a parole violator until the Parole Board has made a decision to revoke or reinstate.

If the inmate is **reinstated**, no classification action is required, and the inmate will be released per the instruction(s) of the Parole Board.

If the inmate is **revoked**, classification personnel will proceed with the normal classification process.

Special Education Services

The classification process will be delayed for inmates twenty-one (21) years of age and under for completion of the Special Education Services' verification process. Upon completion of verification, Classification personnel will proceed with the normal classification process.

If the inmate is **verified** as requiring Special Education Services, the appropriate facility will be recommended. See Chapter 6, Special Management, for further instructions.

If the inmate **is not verified** as requiring Special Education Services, appropriate institution(s) will be recommended.

Parole/Probation Dunks

Parole or Probation Dunks being received at TPFW will not require formal classification action. Central Classification will coordinate with the facility Classification Unit to ensure proper placement.

The initial inmate classification process concludes with the transfer/assignment of the inmate to an approved institution. This process shall be completed within 14 days of arrival at TPFW.

CHAPTER 4: INSTITUTIONAL CLASSIFICATION PROCEDURES

4.1 PRISON RAPE ELIMINATION ACT (PREA) SCREENING

In accordance with Administrative Regulation 454, Inmate Sexual Abuse and Harassment (Prison Rape Elimination Act (PREA)), all inmates will be screened for potential risk of sexual vulnerability or sexual aggression within seventy-two (72) hours of transfer. The Classification Specialist or authorized designee will complete the TPFW SOP 8-12, Form A, *PREA Risk Factors Checklist*, by interviewing the inmate and using all available information regarding prior history. Those inmates who are deemed to be potential victims or potential predators will be referred to a mental health professional for further evaluation and final designation. Those identified as neither a potential victim or potential predator will require no further action. When there no permanent classification personnel are assigned to a facility, the *PREA Risk Factors Checklist* will be completed by the Institutional PREA Compliance Manager (IPCM). PREA identifications will be used for internal classification decisions in order to protect inmates from potential victimization. This screening must be re-administered 30 days after initial administration. In accordance with the National PREA standards, women identified on the PREA Risk Factors checklist as having experienced prior sexual victimization or having perpetrated sexual abuse in the past shall be offered a follow-up appointment with mental health within 14 days of the screening.

4.2 INITIAL INSTITUTIONAL REVIEW

Each new inmate at Montgomery WF, Birmingham CBF, and Tutwiler Annex will be assigned to a Classification Specialist. The Classification Specialist will review the inmate's file and then conduct a meeting with the inmate within five working days to discuss recommended program(s), expectations, and the schedule for future reviews. This meeting will be documented in the inmate file. The inmate will then be added to the Classification Specialist's caseload management system.

4.3 CLASSIFICATION REVIEW SCHEDULE

Annual Review

All inmates will have an annual progress review, with the exception of those serving a Death sentence.

At the Annual Review, the inmate's emergency contact information, religious preference and veteran's status shall be validated/updated. Due to the complexity of determining benefits for veterans, it is better to capture information concerning a "potential" veteran so that the inmate is identified as such, even if some of the self-reported information cannot be cited by the inmate. This will allow for more extensive discussion with outside entities who are involved with veteran benefit determination at the appropriate time during the inmate's incarceration. The annual review requires the re-administration of the WRNA and supporting assessments to update risk, needs, and strengths scores. Program participation and disciplinary reports shall be evaluated. At this time, all classification decisions shall be re-evaluated.

Semi-Annual Review

An inmate will have a file review at least every six (6) months, with the exception of those serving LWOP or a Death sentence.

Where no change in custody level, institutional placement or program needs is indicated, the results of the review will be documented, and the month of the next scheduled progress review will be indicated. A copy of the review will be given to the inmate and added to the inmate file.

If changes are deemed appropriate, a formal progress review will be scheduled.

Special Classification Review

A special progress review will be conducted when there has been a significant change in program needs or status. This will involve the re-administration of the WRNA and supporting assessments. Reasons for granting a special review might include, but not limited to: completion of a program; disposition of a felony detainer previously limiting custody level and institutional placement; placement of a felony detainer that impacts custody eligibility; receipt of source documentation or information previously requested by the CRB; identification and verification of a known enemy; granting of a judicial appeal on a current conviction; reduction in sentence; and involvement in a PREA incident (both victim and aggressor).

Administrative Restrictive Housing/Protective Custody Review

An inmate assigned to administrative restrictive housing /protective custody will be reviewed weekly by the Institutional Restrictive Housing Review Board (IRHRB). Results will be documented in the inmate file.

Other Reviews for Reclassification

When warranted, Reclassification reviews will be conducted as the result of documented negative behavior, detainers or other security issues.

When an inmate is transferred from one institution to another institution as a result of negative institutional adjustment, the receiving institution shall complete a progress review. This progress review shall be completed as soon as possible but no later than thirty (30) days after the inmate has arrived at the receiving institution.

In the event that the reclassification review is completed outside of 30 days, an explanation for the delay shall be attached to the review. Then, the reviewing CRBA has the discretion to complete the reclassification as proposed or recommend another course of action in order to ensure appropriate custody placement.

In any case where a disciplinary or rule violation has been voided or otherwise overturned as a result of a technicality or procedural requirements, but where the behavior indicates the need for a more restrictive placement or an increase in custody level, the inmate may be classified as deemed appropriate based upon documentation of the specific act or behavior itself (See Administrative Regulation 403, Procedures for Inmate Rule Violations).

The WRNA, accompanying assessments, and PREA Risk Factors Checklist shall be re-administered when classification specialists, social service caseworkers, psychological services, or other program/service personnel report that circumstances or behavior indicate that there would likely be changes resulting from those assessments.

4.4 CLASSIFICATION REVIEW PROCEDURES

After a Classification Specialist initiates the classification recommendation, a Psychological Associate and a Warden/designee will provide their comments. The Chaplain, staff members, work supervisors and educational or treatment personnel may provide information for consideration.

The Classification Supervisor will review all submissions for policy compliance prior to submission to CRB.

The inmate must be informed of the recommendation by a Classification Specialist and must sign the boarding sheet prior to submission to CRB, unless the inmate refuses or is unable to appear due to medical or mental health issues.

Classification recommendations shall be made using professional discretion and judgment. All factors must be considered, including the safety of the community, potential for negative community reaction, overall criminal and institutional record, etc.

4.5 CLASSIFICATION REVIEW REQUIREMENTS

Annual/No Change Review

Notification - The inmate shall be notified prior to the scheduled annual review.

Justification Information Required - At minimum, the review shall briefly summarize the inmate's current incarceration information (crime, time to serve, etc.), shall provide relevant information regarding the period being reviewed (positive or negative adjustment, program completions), and shall include the results of the last review. The review must be specific as to why no change in custody level is being recommended (not within time frame, recent disciplinary, etc.).

Veteran status, religious preference, and emergency contact information shall be verified with the inmate and updated at each annual review. Due to the complexity of determining benefits for veterans, it is better to capture information concerning a potential veteran so that the inmate is identified as such, even if some of the self-reported information cannot be cited by the inmate. This will allow for more extensive discussion with outside entities who are involved with veteran benefit determination at the appropriate time during the inmate's incarceration.

Reviews for Increase in Custody Level

Written Notification - When a recommended classification action could result in an increase in custody, notification shall be made using the Notification of Pending Reclassification. The reclassification review shall be conducted after the required twelve (12) hour waiting period but prior to the close of seven working days (weekends and holidays are not included). The inmate may waive the twelve (12) hour waiting period by indicating such on the Notification of Pending Reclassification Form.

Specific Notification/Hearing Requirements - The notification must state the highest custody placement possible based on the nature of the event prompting the review, even if a lower custody level is being recommended.

For example, if the inmate's behavior meets the criteria for Close consideration but the Classification Specialist plans to recommend Medium, the notification form must state that Close custody is a possible outcome.

The notification must specifically address the reason for the reclassification. If the review is due to negative behavior, the notice shall detail the specific behavior in addition to noting any subsequent disciplinary action(s) that were taken, if any. In other words, it is not acceptable to only refer to rule violation numbers or to just state that the inmate possessed contraband or that a security hazard was created. A detailed explanation describing the reason(s) must be included.

The inmate must sign the notification form. An inmate's refusal to sign shall be notated on the form.

Justification Information Required - The recommendation need only address the specific reason(s) for the reclassification and shall only include information relevant to the current review. The justification shall detail the specific behavior in addition to noting any subsequent disciplinary action(s) that were taken, if any. A detailed explanation of the incident(s), including where the negative conduct occurred, must be stated.

Such information as sentencing information, criminal history, indication of detainers, program completions, etc. are not required for this type of review unless pertinent to the proposed increase.

When the highest custody placement possible is not recommended, the justification shall provide a clear and concise explanation.

Reviews for Reduction in Custody Level/Institutional Placement

Close Custody to Medium Custody Recommendation

Notification - The inmate shall be notified by a classification specialist prior to the scheduled review.

Justification Information Required - The recommendation need only address the specific reason(s) for the proposed reduction in custody. Such information as sentencing information, criminal history, indication of detainers, program completions, etc. are not required for this type review unless pertinent to the proposed decrease.

Minimum Custody Level Recommendation

Notification - The inmate shall be notified by a classification specialist prior to the scheduled review.

Justification Information Required:

- **Current offense(s)** - A concise description of present offense(s). If a violent offense, it shall include: the extent of the victim's injury, the type of weapon used, etc.
- **Prior criminal history** - A summary of the inmate's prior criminal history, to include juvenile*, federal and out-of-state, with specific emphasis given to any prior violent offenses and prior escapes of record. Details of prior violence and escapes shall be provided as listed above for current offense(s). When details are unavailable, an effort shall be made to obtain the information prior to submitting a recommendation. In the

event details cannot be obtained, the review shall include documentation of the efforts made to obtain the information.

*Juvenile records will be considered in the classification process. Adjudications of guilt in crimes committed as a juvenile are to be included in the custody scoring process.

- **Escape(s)** - Include the date of the escape, whether with or without force, when, where, and how the inmate was apprehended; and, if any other crimes were committed while on escape.
- **Assessment(s)** – Provide information on WRNA risk scores and any supporting information that interprets those scores. PREA screening classifications must be included as well.
- **Programs** - Current or past program participation, completions or failures. Inmates do have the option to refuse to participate in programs, however, refusals of needed programs shall be considered in the review process.
- **Conduct** - Relevant negative documentation on file including behavior citations, disciplinary actions, and incident reports not resulting in disciplinary action(s), including nature and dates, shall be considered.
- **Job Assignment** - Provide information on current institutional utilization or job assignment(s).
- **Prior Placement History** - Provide information on prior successes or failures in less restrictive placement such as when, where, why, etc.
- **Detainers** - Provide information of the disposition of previously referenced detainers or any other unresolved cases. Checking relevant databases and/or calls to the entity holding the detainer shall be required.
- **Community Supervision Violation(s)** - Provide detailed information on parole, probation, community corrections, and drug court violations (i.e. technical violation or new offense; if a new offense, was the violation a misdemeanor or felony; whether or not the case is resolved).
- **Medical/Mental Health** - Provide the medical and mental health codes.
- **Last Classification Action** - Brief information as to the date of the last classification action and the approved custody level.

4.6 DOCUMENTATION OF RESULTS

Recommendations are recorded in the classification module. When the recommendation requires CRB approval, the boarding sheets will be forwarded for action. Reviews that are completed at the facility level will be scanned into the inmate file.

The inmate shall be given a copy of all completed reviews.

4.7 CLASSIFICATION DECISIONS

The following classification procedures will require CRB final determinations for changes in custody, whether increase or decrease.

- At least one (1) CRBA will review all cases referred for action.
- At least two (2) CRBAs will review cases where the CRB disagrees with the unanimous recommendation(s) regarding an inmate's custody change.
- At least two (2) CRBAs will review recommendations for minimum-community placement unless otherwise directed by the Commissioner or Associate Commissioner of Plans and Programs in consultation with the Deputy Commissioner of Women's Services during special institutional reviews.
- Recommendations for Minimum-In custody (with institutional consensus) are final, unless criteria is not met.
- One (1) CRBA may approve an inmate's placement at a new custody level which is consistent with the WRNA score.
- One (1) CRBA may reject the classification in the module, returning the review for correction or clarification. In this instance, the Classification Specialist shall notify the CRBA once the correction has been made and the review has been resubmitted through the module.
- One (1) CRBA may recommend a new course of action.
- Two (2) CRBAs may finalize an amended course of action.
- If the CRBAs vote is split, a third CRBA action is required.
- The Director/Assistant Director of Classification may finalize or modify a classification action, recommendation or approval by the CRB. Requested waivers of criteria will be initiated through the Director/Assistant Director, unless otherwise specified.

All waivers must be approved by the Deputy Commissioner of Women's Services in consultation with the Associate Commissioner of Plans and Programs

4.8 AMENDMENTS TO APPROVALS

Whenever it becomes necessary to request an amendment or rescission of an approval (i.e. due to honored protests, disciplinary actions, placement of detainers, and change in health status), the following procedures are used:

For Minimum-Out and Minimum-Community approvals that are within ninety (90) days of the original approval and are awaiting transfer, the Classification Specialist shall contact Central Classification by email. The email shall include the specific reason for the rescission. Central Classification will rescind or amend the approval if needed and will make that notation in the Classification Module. No formal reclassification will be required in these instances. The Classification Specialist will ensure that the inmate file is properly documented, and that the inmate is notified.

For recommendations pending CRB review, the Classification Specialist will notify Central Classification by email as to the specific reason that the review shall be rescinded.

4.9 INMATE APPEALS

An inmate may appeal denials of Minimum-Out and Minimum-Community to the Assistant Director of Classification. Decisions made by the CRB are appealable. Decisions made by the Commissioner/Deputy/Associate Commissioner(s) or the Director/Assistant Director of Classification are not subject to appeal.

The Classification Specialist will furnish the Classification Appeal Form to the inmate that has been denied Minimum-Out or Minimum-Community. The inmate will submit the form through the Classification Specialist. The Classification Specialist will enter his/her comments and submit the form to the Assistant Director of Classification for consideration within five days, excluding weekend and holidays, of the original denial.

If the appeal is **denied**, the Assistant Director of Classification will enter his/her comments, if any, in the appropriate place and then have the completed form scanned into the inmate file. The appeal form will be returned to the inmate through the Classification Specialist. A subsequent recommendation for custody level reduction may be made ninety (90) days after the date of appeal decision.

If the appeal is **granted**, the Assistant Director of Classification will enter his/her comments, if any, in the appropriate place and then have the completed form scanned

into the inmate file. The appeal form will be returned to the inmate through the Classification Specialist.

4.10 INMATE TRANSFERS

Medical

A medically directed transfer that has a specific time for completion will be accomplished by the sending institution completing the N 258, Classification Action form, that will document the reason for the transfer. The form will be scanned into the inmate file. If the medically directed transfer does not have a specific time for completion, the N 258 and medical documentation shall indicate that the inmate transfer can be handled as a routine transfer. CRB approval for medically directed inmate transfers is not required.

Removals from Minimum-Community/Minimum-Out Placement

The CRB may direct inmates in these placements to be removed and transferred to a higher security institution for reclassification review due to negative behavior and other security related issues. Some reasons for this removal include:

- One (1) hard positive drug screen (anything other than marijuana or alcohol).
- Third infraction for being found with a social media account.
- Possession of marijuana will result in removal on the first offense if the amount exceeds 28 grams, is packaged for sale/distribution or if the possession is in conjunction with other/additional infractions (behavior that poses a risk to the inmate's health or to security, becoming belligerent, etc.). The inmate shall otherwise be removed on the second incident.
- Possession of a controlled substance, including synthetic controlled substances.
- Two (2) soft positive drug screens (marijuana and/or alcohol) within a one-year (from date of Warden or designees' approval) time period.
- Two (2) infractions involving possession of a cell phone or any accessory associated with cell phones (SIM card, charger, etc.) within a one-year (from the date of Warden or designees' approval) time period.

The receiving institution is to immediately place a hold on the inmate through IMAS indicating "Awaiting Reclass". This will ensure that the inmate is not transferred prior to

the completion of the reclassification process. Once the reclassification is complete, the hold is to be removed.

Removals from Minimum-Out or Minimum-Community placement, requiring return to a security level four facility, do not automatically require an increase to Medium custody. Minimum-In shall be recommended when appropriate.

Inmate Requests to Relinquish Minimum Custody

When inmates in Minimum-Community and Minimum-Out placement request to be removed from their approved custody placement, the inmate will submit such in writing. A request for transfer for reclassification will then be forwarded to Central Classification. If the Warden/designee considers the inmate to be a “flight risk”, action shall be taken to investigate such risk and need for possible restrictive housing placement. Inmates may be reconsidered for return to Minimum custody six (6) months after reclassification.

Emergency Transfer

Institutional staff may accomplish an inmate transfer as a result of a major incident, such as, assaults, escapes, attempted suicide, etc. This action may be taken as an administrative measure in order to manage the security of the institution. An N 258 will accompany the inmate and must describe in detail the reason for the transfer.

4.11 OTHER CLASSIFICATION RESPONSIBILITIES

Transfer Order Review

The Classification Specialist will review inmate transfer orders daily to ensure that all transfers are appropriate. Specifically, the Classification Specialist will ensure that no disciplinary actions are pending against the inmate.

Court Returns

The Classification Specialist will interview the inmate within one (1) working day after the inmate has returned from a court appearance. The Classification Specialist will determine the purpose and the outcome of the court appearance and will document such. The Classification Specialist shall follow up with AlaCourt and/or a phone call to the jurisdiction, which shall also be documented.

Weekly Out-Gate Checks

Classification personnel will make weekly checks by phone for each inmate that has been out-gated from the facility for court. The results shall be documented on the Form 400 and in the comments portion of IMS to include date and time of call, jurisdiction,

person spoken to, and inmate status. If it is reported that the inmate has been released, classification personnel will immediately notify the Central Records Release Division and the Transfer Division by phone and email.

Split Sentence Inmates (Act 754)

Sentences are considered to be split when a judge orders confinement only for a set portion of the sentence allowable and suspends the remainder with the provision of a determined period of probation. An inmate serving a split sentence is not entitled to Correctional Incentive Time (CIT – good time) or parole consideration. Furthermore, the sentencing judge retains jurisdiction of the inmate throughout the entire sentence and can modify the sentence at the judge’s discretion. Split sentences are governed by the Code of Alabama 1975, as amended, § 15-18-8 (Act 754). To comply with the stipulations, court notification must be done as follows:

Disciplinary Infractions - It is the policy of the ADOC to provide written notification to the sentencing court when an inmate who is serving a split sentence has been found guilty of a major rule violation. This is to be done by the Classification Specialist in accordance with Administrative Regulation 428, Notification to the Court-Split Sentence (Act 754).

New Convictions - When an inmate serving a split sentence is convicted in court of an offense that occurred while incarcerated in an ADOC institution, the Classification Specialist will notify the sentencing court.

Court Ordered Program - When an inmate serving a split sentence has completed, refuses to participate, quits, or is removed for cause from any court ordered program, the Classification Specialist will notify the sentencing court.

Consecutive Split Sentence - When an inmate is paroled from a straight sentence but has split sentence time left to serve in ADOC, a “P” suffix will be added to the inmate’s AIS by the Central Records Division. This suffix change will cause the inmate’s custody to be removed from the classification module. If, after reviewing the inmate’s record, it is determined that the current custody remains appropriate, the Classification Specialist will contact the Central Classification to reset the inmate’s custody. However, if changes in custody are required or if the inmate may now be eligible for custody reduction, the Classification Specialist will complete a formal review through the classification module.

Drug Treatment Priority Code Assignment

Upon the arrival of an inmate at an institution, the WRNA will determine if the inmate has been identified for participation in a drug treatment program. The Classification Specialist will enter the appropriate priority code into the automated drug treatment system. The priority codes are:

- P1 Community Based Programs (Community Corrections, SRP, Parole) Approved Post-Treatment.
- P2 CRB approved – all levels of Minimum Post-Treatment.
- P3 All court ordered.
- P4 Imminent End of Sentence (EOS); within six (6) months: Helping Women Recover (8-week SAP), Relapse, Co-Occurring Disorders). Within twelve (12) months: 6-Month Crime Bill (CB).
- P5 Relapse (positive drug test).
- P6 As per Psychological Assessment at Intake.
- P7 Volunteer Sign up.

Program Recommendations and Case Management

Classification Specialists and Social Service Caseworkers will develop program recommendations and case plans based upon the WRNA results, recommendations from Psychological Services, and input from the inmate.

Case Management Meetings – Social Service Caseworkers will be responsible for meeting with inmates to review and update case plans on a regular basis. The time frame for these meetings is based upon custody and security level.

- Medium 5 custody women must have their case plans reviewed and updated every 7 days.
- Medium 4 custody women must have their case plans reviewed and updated every 14 days.
- Minimum custody women must have their case plans reviewed and updated every 90 days.

Case Plan Development – Case plans shall be created jointly with the inmate and the Social Service Caseworker. These case plans shall focus on addressing needs, enhancing strengths, and removing barriers to success. Case plans shall be driven by WRNA risk, need, and strength scores.

Re-entry Planning – Case plans shall transition to a focus on re-entry planning 90-180 days prior to release. Efforts shall shift to community re-entry needs such as aftercare, locating safe housing options, linkages to employment services, continuity of health and mental health care, and family reunification.

Program Participation

An inmate has the option to refuse to participate in recommended programs. However, the refusal to participate in recommended programs may result in more secure housing.

Job Board/Assignment

Classification Specialists, where available, will participate in inmate work assignments, job changes, selection of inmates for vocational/education/training programs, as designated by the Warden. When indicated by WRNA and programs are available to address the needs as indicated by the instrument, an effort shall be made to assign the inmate to that program as priority. In other words, rehabilitative programming shall take priority over work assignments. Inmate work assignments shall be consistent with the abilities and needs of the inmate, needs of the institution, and must be consistent with the inmate's custody level.

The Warden is responsible for all decisions made by the Job Board. Additional Job Assignment considerations are:

- An inmate approved for Minimum-Out or Minimum-Community for a Substance Abuse Program (SAP) is not to be assigned off-property jobs until the program has been successfully completed.

Restoration of Good Time

It is the ADOC policy to utilize "Good Time" as a management tool and to provide a process to restore "Good Time" lost as a result of disciplinary proceedings. If an inmate meets the established criteria, the Classification Specialist will initiate the process for restoration, in accordance with Administrative Regulation 425, Restoration of Good Time.

CHAPTER 5: CUSTODY AND CRITERIA

5.1 INTRODUCTION

The following criteria for gender-responsive custody assignments are guidelines to be utilized by classification personnel. Professional judgment and experience may be used in making recommendations and approvals. Simply meeting criteria for custody assignments does not imply a right to any custody placement.

5.2 CLOSE CUSTODY LEVEL (Restrictive Housing)

Close custody is the most restrictive custody level to which an inmate can be assigned and will require CRB approval.

Housing

Generally, a Close custody inmate is housed in a restrictive housing unit at Tutwiler Prison for Women.

Inmates with a serious mental illness (SMI) shall not be housed in restrictive housing units with exception to a Residential Treatment Unit (RTU) or a Stabilization Unit (SU).

Criteria for Close Custody

LWOP - Inmates sentenced to LWOP may be observed in Close custody for up to thirty (30) days. See also Chapter 6, Special Management.

Inability to Adjust - Continued demonstration of an inability to live within the regulations of an institution and requirements for population placement as indicated by more than six (6) major disciplinarys within a six (6) month period may be reason for placing the inmate in Close custody. Inmates may be considered for custody reduction after a forty-five (45) day clear record.

Assaultive Behavior

- Three (3) disciplinarys for fighting within the last twelve (12) months may be reason for placement in Close custody for up to ninety (90) days.
- Assault without a weapon may be reason for placement in Close custody for up to ninety (90) days, with a minimum requirement of forty-five (45) days prior to custody reduction.

- Institutional demonstration of violent behavior such as fighting with a weapon, fighting without a weapon resulting in serious injury, an assault with serious injury, or assault with a weapon, may be reason for confinement in Close custody for at least six (6) months.
- Repeated and/or frequent (three or more) disciplinaries and/or documented incidents of fighting with a weapon, fighting without a weapon resulting in serious injury, or assault with serious injury within a twelve (12) month period may require confinement in Close custody. Inmates in Close custody may be considered for custody reduction after sixty (60) days.
- Assaultive behavior resulting in death of a victim will require at least twelve (12) months in Close custody.

Escapes

- Two (2) or more escapes from a secure facility within thirty-six (36) months may be reason for placing the inmate in Close custody for eighteen (18) months.
- Escape with hostages or serious personal injury require confinement in Close for up to twelve (12) months.

Detainers for Capital Offense - Inmates with a detainer for a capital offense may be held in Medium-5 up to Close custody until the resolution of the offense. Inmates with a detainer for an offense that is likely to result in LWOP will be required to be placed in medium-5 custody at Tutwiler Prison for Women. Placement into Close custody under these circumstances is a matter of internal security and does not imply any presumption of guilt.

Time in Restrictive Housing Prior to Close Custody

Confinement in restrictive housing prior to reclassification will be credited toward the required Close custody placement time.

Remaining in Close Custody

Justification for remaining in Close custody shall be documented during the Semi-Annual and Annual Reviews.

Reductions from Close to Medium

May be recommended by the IRHRB upon completion of the minimum required time in Close custody and if the inmate has a minimum forty-five (45) day clear disciplinary record. The Classification Supervisor (or designee) will send the recommendation by email to the Assistant Director of Classification using the *Close Custody Reduction Review Form* (Attachment 7). This form will ensure that criteria for reduction is met

and will provide a brief justification for the reduction. The Assistant Classification Director can reduce custody as requested or leave the inmate in Close custody. Recommendations for reductions can also be submitted for review by CRB using a Progress Review.

Administrative Restrictive Housing - Inmates having met the specific time requirements in Close custody may be reduced to Medium with placement in Administrative Restrictive Housing prior to release to population in accordance with Administrative Regulation 433. Release will be at the discretion of the IRHRB.

5.3 MEDIUM CUSTODY LEVEL (General Population)

Medium custody inmates are considered to be suitable for participation in formalized institutional treatment programs, work assignments or other activities within the confines of an institution and shall be able to adapt to dormitory living or to double occupancy cells.

Housing

Medium custody inmates shall be assigned to a medium or close security institution. Supervision by armed correctional personnel is required when outside of the institution.

Criteria for Medium Custody

WRNA Score

- Inmates with a WRNA score of twenty-eight (28) and above will be classified as a custody/security level of Medium 5.
- Inmates with a WRNA score of twenty-one (21) to twenty-seven (27) will be classified as a custody/security level of Medium 4.

Escapes

Without Physical Force - Inmates with an escape (without physical force) conviction and/or ADOC documented disciplinary or incident report documenting an escape will require Medium custody for a period of twelve (12) months from the time of recapture. Escapes from CCP shall only be considered if there is a conviction.

With Physical Force - Inmates who escape with physical force (as documented by conviction and/or offense details) will require Medium custody. Those using minimal physical force (such as shoving) may be considered for less than Medium custody on a case by case basis twelve (12) months after recapture.

Inmates with an escape involving hostages or victim injury will require Medium custody after the completion of any required confinement in Close custody.

Multiple Escapes (Without Force) - Inmates with three or more escape convictions and/or ADOC documented disciplinary or incident reports within the last twenty (20) years are barred from less than Medium custody. Escapes from CCP shall only be considered if there is a conviction.

Violent Offenses on Escape - Inmates who commit a violent crime while on escape (as documented by conviction and/or offense details) are eligible for no less than Medium custody. This applies only to the present incarceration, and does not apply to those who are acquitted of the violent offense(s).

Life Without Parole (LWOP) - LWOP inmates who have been reduced from Close custody are eligible for no less than Medium custody (Security Level V). This also applies to those serving a life sentence and are barred by statute for parole consideration.

5.4 MINIMUM CUSTODY LEVEL (General Population)

Minimum custody is the lowest custody designation. Minimum custody inmates may be at the levels of Minimum-In, Minimum-Out and Minimum-Community.

General Criteria for Minimum Custody

Inmates who have a WRNA score of twenty (20) and below will be classified as a custody/security level of Minimum.

Inmates being considered for Minimum custody must be ninety (90) days free of major disciplinary actions (excluding citations and those 300 level infractions issued as disciplinaries to inmates earning good time that would otherwise be issued as a citation).

Placement must be consistent with the Mental Health Coding Map (OHS Mental Health policy MH-E04(b)).

Parole Denials with Reset out of Time Frame Requirements

Inmates in Minimum-Community and Minimum-Out approved placements who are subsequently denied parole and reset outside the time frame requirements will remain in that custody and placement. If the inmate is deemed a security risk, request for reclassification may be submitted with justification by the Warden.

The Deputy Commissioner of Women's Services in consultation with the Associate Commissioner for Plans and Programs will make the final decision regarding custody and placement of the inmate.

Restrictions to Minimum Custody

There are mandatory overrides or restrictions that apply to inmates who may be scored as Minimum custody based on the risk assessment which will not allow them to be assigned to certain Minimum custody designations.

Adult Sex Offenders

- Inmates convicted of adult sex offenses (past or present) are eligible for no less than Minimum-In custody.
- Inmates convicted of a first-time Indecent Exposure and Sexual Misconduct will be eligible for all levels of Minimum custody in accordance with other criteria.

Juvenile and Youthful Offender Adjudicated (YOA) Sex Offenders

- **“U” Suffix** – Inmates convicted of juvenile or YOA sex offenses will be given the “U” suffix, will be treated like adult sex offenders, and will be eligible for no less than Minimum-In custody. Inmates convicted of Indecent Exposure and Sexual Misconduct will be eligible for all levels of Minimum custody in accordance with other criteria.
- Inmates adjudicated or convicted of juvenile or YOA sex offenses that are still within ten (10) years of release from custody or discharge from supervision on the juvenile or YOA case will require no less than Minimum-In custody. In short, these inmates will be treated the same as adult sex offenders while the ten (10) year rule is in effect.

Minimum-In Custody Level

Work assignments for Minimum-In inmates must be on-property at a minimum, medium or close security facility and may be supervised by non-security personnel with the express approval of the Warden/designee.

Criteria for Minimum-In Custody – All inmates with a non-violent and violent conviction with a WRNA score of 20 or below may be considered for Minimum-In custody.

Detainers - Those with felony detainers in any jurisdiction for violent offenses will require no less than Minimum-In custody.

Minimum-Out Custody Level

Minimum-Out inmates can be assigned to off-property work details without the direct supervision of correctional officers. Minimum-Out inmates will generally be assigned to Community Work Centers (CWC), with higher security facilities only maintaining a small number for job assignments requiring minimal supervision.

Criteria for Minimum-Out – Custody Level

- 1) All inmates with a property, non-violent, or prior violent conviction with a WRNA score of 20 or below may be considered for Minimum-Out custody.
- 2) All inmates with a current violent offense with a WRNA score of 20 or below may be considered for Minimum-Out custody after completion of 10% of the sentence.
- 3) Inmates with a life sentence for a violent offense will be eligible for minimum-out custody within five years of the parole consideration date.

Detainers - Those with non-violent felony cases pending in other jurisdictions or those with felony time to serve in other jurisdictions for non-violent convictions may be considered for Minimum-Out custody.

Additional Considerations - Inmates with current trafficking convictions may be considered for Minimum-Out custody; however, they may only be assigned to on-property jobs until the mandatory minimum portion of their sentence has been served.

Interstate Corrections Compact (ICC) - Inmates being considered for placement in Minimum-Out must have written approval of the sending state prior to placement.

Minimum-Community Custody Level

Inmates in this custody are allowed gainful employment in the community on a full-time basis and will be supervised in community-based facilities when not working.

Bars to Minimum-Community - Inmates convicted of the following crimes, past or present, will never be eligible for Minimum Community placement:

- Inmates convicted of adult sex offenses (excluding first offenses for Sexual Misconduct or Indecent Exposure).
- Inmates convicted of a sex offense as a juvenile or YOA while still within the ten-year reporting requirement.

Criteria for Minimum-Community Custody:

- 1) All inmates with a property, non-violent, or prior violent conviction with a WRNA score of 20 or below may be considered for Minimum-Community custody,

contingent upon required program completion.

- 2) Inmates convicted of a current violent offense (includes traffic related homicides) may be considered for Minimum-Community custody within four years of earliest possible release (i.e. EOS, parole consideration date).
- 3) Inmates convicted of a current homicide offense may be considered for Minimum-Community custody upon completing 50% of the sentence.
- 4) Inmates with life sentences for homicide are excluded from Minimum-Community custody consideration at this time.

NOTE: Although Burglary III, Escape I, and Trafficking charges are violent offenses by state statute, for classification purposes they will be assessed using non-violent classification criteria.

Additional Criteria

- Inmates with current trafficking convictions may be considered for Minimum-Community custody after the mandatory minimum portion of their sentence has been served.
- Placement must be consistent with mental health and medical coding.
- Inmates must have a ninety (90) day record clear of major disciplinaries (excluding citations and those 300 level infractions issued as disciplinaries to inmates earning good time that would otherwise be issued as a citation).
- Inmates removed from Minimum-Community placement for inappropriate behavior may not be considered for return for a minimum of ninety (90) days. After two (2) such failures in the current incarceration, the inmate will not be eligible for Minimum-Community consideration again for twelve (12) months from the last failure.

For this purpose, returns on probation or parole revocations will be considered a new or subsequent incarceration.

- Inmates must not have any felony detainers. In-state cases that have been previously adjudicated and are pending a revocation of probation can be considered.
- Inmates with an escape conviction and/or ADOC disciplinary or incident report may be considered for Minimum-Community twenty-four (24) months after apprehension.

- Inmates must not have committed a felony which led to a conviction while assigned to ADOC community supervision (work release, SRP) within the last two (2) years.
- Interstate Corrections Compact (ICC) inmates being considered for work release placement must have written approval of the sending state prior to placement.
- Inmates may be housed in Minimum-Community custody during program participation in all of the applicable areas as determined by the WRNA, court-orders, or psychological associate's recommendations. Programs include substance abuse (Helping Women Recover), anger management/violence prevention (Beyond Violence), and cognitive behavioral intervention (Moving On). Programs shall be completed at community-based facilities when available, and the inmate may not be placed on a community job until the required programs are completed.

District Attorney (DA) Notification/Protests - The DA of each county of conviction will be notified when the inmate is approved for Minimum-Community placement. If the inmate is serving a split sentence, the sentencing judge will also be notified. A return to such placement within twelve (12) months will not require a new DA notice unless the inmate is serving a split sentence.

Officials notified of Minimum-Community placement are given sixty (60) days from the date of the notice in which to register a protest. Protests will be reviewed and either honored or overruled by a Protest Committee made up of the Commissioner for Plans and Programs and the Commissioner for Women's Services, or a designee of each office. When a protest is honored, the inmate's custody may be increased appropriately. Inmates may be reconsidered for Minimum-Community placement six (6) months after the protest. The Protest Committee will also review any protests received relating to Minimum-In and Minimum-Out placements at Birmingham Community Based Facility and Montgomery Women's Facility.

Under no circumstances will the inmate, inmate's family members, or other inmate representative be told the origin of the protest.

5.5 ALABAMA THERAPEUTIC EDUCATIONAL FACILITY (ATEF)

ATEF is a partnership between the ADOC and Alabama Post-Secondary Education and is privately owned and operated. ATEF is designed to provide programming specific to the needs of the individual inmate based on assessment.

ATEF is a medium security facility. ATEF may also house Minimum-Out, Minimum-In, and Medium (SL IV) inmates. Utilization of available beds at ATEF is based on agency need.

5.6 COMMUNITY CORRECTIONS PROGRAM (CCP)

CCP is designed to identify and divert offenders from ADOC either as a front-end diversion (sentenced to CCP as an alternative to prison) or as institutional diversions (transferred to CCP from prison through an amended transcript or judge's order). Offenders selected will be those who can be safely monitored in the local community under an appropriate level of supervision.

Policy can be found in Administrative Regulation 490, Community Corrections Program.

CHAPTER 6: SPECIAL MANAGEMENT

Special Management refers to unique procedures, policies and/or requirements that apply only to certain groups of inmates.

6.1 DEATH ROW INMATES

Women inmates sentenced to death will be received and housed at Tutwiler Prison for Women (TPFW). Death row inmates will be assigned an AIS number with a “Z” prefix.

Classification decision-making for death row inmates will be limited to custody, proper assignment and recommendations for treatment programs that are consistent with security requirements.

The purpose of classification for death row inmates is to provide humane management while limiting and restricting activity to that which is necessary for the protection of the inmate, other inmates, staff and the public.

Initial Classification

Initial classification will normally be completed within seventy-two (72) hours after intake. Death row inmates are not required to have subsequent annual or semi-annual reviews, but may raise questions or concerns to classification staff during IRHRB rounds.

A narrative social and criminal history summary will be prepared by the Classification Specialist and will include the following:

- Legal details of offense(s).
- Prior arrests and dispositions.
- Prior probation/parole record.
- History of violent behavior (in and out of prison).
- Disciplinary history from prior incarcerations.
- Escape history.
- Education, training, employment, military and marital history.

The Classification Specialist will enter all information into the classification module and will forward the boarding sheet and all other documentation to CRB for completion.

Custody

Death row inmates will be managed in Close custody.

The following status designations are for internal management purposes only.

Work Assignments and Programs

Death row inmates may be assigned to such work assignments and/or programs as specified during the classification process in keeping with the inmate's medical limitations and security needs as specified by the Warden.

6.2 LIFE WITHOUT PAROLE INMATES (LWOP)

An inmate that has been sentenced to serve life without the possibility of parole (LWOP) will be assigned an "X" suffix to her AIS.

Inmates serving LWOP will be received and housed at Tutwiler Prison for Women (TPFW).

Initial Classification

LWOP inmates may be observed in Close custody up to a thirty (30) day observation and adjustment period. All time served in restrictive housing prior to initial classification will be credited toward the observation period.

Note: Former death row inmates whose sentence has been reduced to LWOP will not be required to complete the observation period.

Criteria for Medium Custody

- No major disciplinary during the observation period.
- Upon successful completion of the observation period, a request for reduction to Medium custody will be sent to Central Classification.
- If the inmate receives disciplinary action prior to the completion of the observation period, the inmate will remain in Close custody in accordance with the criteria for Close custody (see below). If the inmate demonstrates other adjustment problems or concerns, the observation period can be extended as deemed appropriate by the IRHRB. The inmate is to remain in

Close custody until the resolution of any detainer and/or pending charge(s) that could result in a death sentence or an additional LWOP sentence(s).

- After reduction in custody to Medium, the LWOP inmate may be released to a population setting at Tutwiler Prison for Women (TPFW).

Reclassification

LWOP inmates will be reviewed at least annually and will be reviewed for reclassification as behavior deems necessary.

Work Assignments and Programs

After reduction to Medium custody, a LWOP inmate may be assigned to work assignments or programs inside the perimeter fence (including the ACI Clothing Plant) consistent with security needs, WRNA scores, psychological associate's recommendation, and as deemed appropriate by the Warden.

Transfers

Any movement of LWOP inmates outside the perimeter security of the institution (excluding the ACI Clothing Plant) will require the escort of armed Correctional Officers and will require restraints as required by regulation and procedure.

6.3 SEX OFFENDERS

Sex Offender Statutes

The identification and release requirements for sex offenders is governed by the Alabama Sex Offender Registration and Community Notification Act (SORNA) as established in Code of Alabama 15-20A.

Identification

The current statute will be the reference in determining those offenses that will deem an inmate to be identified as a sex offender.

Adult Sex Offenders

Alabama's sex offender statute governs two areas, registration requirements and community notification. Adult sex offenders will be identified in one of two ways:

Registration Only – By statute, adults convicted of one Sexual Misconduct or one Indecent Exposure are the only adult sex offenders that will only be subject

to a registration requirement, but will not be subject to community notification and living/employment restrictions.

Registration and Community Notification – The statute expands the offenses that will deem an individual an adult sex offender, subject to both registration and community notification requirements. Refer to Code of Alabama 15-20A-5 for a complete listing of the included offenses.

Also, individuals convicted of a second Sexual Misconduct or a second Indecent Exposure (if the second conviction does not arise out of the same set of facts and circumstances as the first conviction) will be subject to the entire act, which will require them to register and be subject to community notification and living/employment restrictions.

Juvenile Sex Offenders

In reference to the identification of juvenile sex offenders, the statute only applies to those juvenile sex offenders adjudicated **on or after July 1, 2011**.

Those inmates with an adjudication for a sexual offense **prior to July 1, 2011** will be treated as they were prior to the passage of SORNA. These offenders will be “registration only” if there is no other history of sex offense convictions/adjudications. There are no living restrictions for these offenders, but they will be required to register for **ten (10) years after release from custody/supervision on the sexual offense**. A juvenile sex offender who is subsequently convicted of an adult sex offense within the ten (10) year period shall be considered solely as an adult criminal sex offender.

Those inmates with an adjudication for a sexual offense **on or after July 1, 2011** will be identified in two ways:

Registration and Community Notification – Those individuals with a juvenile adjudication for any of the following offenses, who was fourteen (14) or older at the time of the offense, will be subject to registration and notification for life:

Rape I, Sodomy I, Sexual Abuse I or Sexual Torture (including offenses in any other jurisdiction which, if had been committed in this state under the current provisions of law, would constitute any of the above and also includes any attempt or conspiracy to commit any of the above).

Essentially, these juvenile sex offenders will be treated as adult sex offenders with respect to this law.

Registration Only – Individuals with any other juvenile adjudication for a sex offense will be treated as “registration only” if there is no other history of sex offense convictions/adjudications. There are no living restrictions for these offenders, but they will be required to register for **ten (10) years after release**

from custody/supervision on the sexual offense. A juvenile sex offender who is subsequently convicted of an adult sex offense within the ten (10) year period shall be considered solely as an adult criminal sex offender.

YOA Sex Offenders

In reference to the identification of YOA sex offenders, the statute only applies to those YOAs convicted **on or after July 1, 2011.**

Those inmates with a YOA conviction for a sexual offense **prior to July 1, 2011** will be treated as they were prior to the passage of the SORNA. These offenders will be "registration only" if there is no other history of sex offense convictions/adjudications. There are no living restrictions for these offenders, but they will be required to register for ten (10) years after release from custody/supervision on the sexual offense. A YOA sex offender who is subsequently convicted of an adult sex offense within the ten (10) year period shall be considered solely as an adult criminal sex offender.

Those inmates with a YOA conviction for a sexual offense **on or after July 1, 2011** will be identified in two ways.

Treated as a Juvenile – Those individuals with a YOA conviction for a sex offense who have not been previously adjudicated/convicted of a sex offense or who **have not yet attained the age of eighteen (18) at the time of the sex offense** will be treated as a juvenile sex offender with respect to this law. (See description above).

Treated as an Adult – Those individuals with a YOA conviction for a sex offense **who have attained the age of eighteen (18) at the time of the sex offense** will be treated as an adult sex offender with respect to this law. (See description above).

Suffix Assignment

The following suffixes will be used in the identification of sex offenders for classification and release purposes:

* (Refer to the SORNA Decision Flowchart for assistance)

The **"S"** is the suffix applied when the inmate is convicted of an offense as outlined in SORNA that requires registration and community notification with residence restrictions. It is important to remember that the inmates identified for the "S" suffix require convictions of the SORNA offenses.

The **"U"** is the suffix applied when the inmate is convicted/adjudicated of a juvenile or YOA sex offense that still falls within ten (10) years of the release from custody/supervision on the sex offense.

The **"U"** will also apply when inmates are convicted as adults of one Indecent Exposure or Sexual Misconduct. These are "registration only" offenses as the inmate is only required to register and will not be subject to community notification or living

restrictions. However, there is no ten (10) year rule for these offenders (as with juvenile and YOA offenders), they will be required to comply with the registration requirements for life.

Suffix Removal

When it has been determined that an “S” suffix has been incorrectly placed, it will be the responsibility of the Classification Specialist to make the appropriate request to the Director of Central Records by way of the Director/Assistant Director of Classification.

Sex Offender Release

The release of sex offenders at time of EOS, probationary release, parole, parole reinstatement or any other type release from ADOC custody to the community will require compliance with the statutes, Administrative Regulation 455, Sex Offender Release Notification and any other applicable memorandums or directives.

6.4 ENEMY VALIDATION/PROTECTIVE CUSTODY

Enemy Validation is the process of investigating the validity of potential enemy situations using the Enemy Validation Committee.

Protective Custody (PC) is a requested or required status of separating an inmate from the general population by confinement in a cell, cell block or dorm due to the potential threat to the inmate’s safety that has been documented and justified, as provided in Administrative Regulation 435, Protective Custody.

Enemy Validation

When an inmate claims to have an enemy/enemies, an Enemy Validation Committee will be appointed to investigate the circumstances to determine the validity of the claim.

The Enemy Validation Committee will be comprised of the:

- 6.4.1 Warden/designee
- 6.4.2 Classification Specialist/Supervisor, and an
- 6.4.3 Additional Security Supervisor

Enemy validation may also be based on information received from District Attorneys, Judges, law enforcement agencies, etc.

Valid Enemy Situation

If the Enemy Validation Committee finds that the inmate’s request or the circumstances are justified and there is a safety and well-being issue, the enemy will be validated, and

the investigating institution must immediately enter the data into the classification module.

If there is a valid enemy only at the current institution, the Classification Specialist/Supervisor may begin the necessary procedure to transfer the inmate to an institution (if available) where no enemy exists. The transfer request shall specify that population placement is acceptable at the receiving institution.

Wardens of the sending institution will make the appropriate coordination with the Warden of the receiving institution in such emergency cases. The Warden will also ensure that full written justification and proper documentation is forwarded to the receiving institution and that Transfer Division is notified as soon as possible.

Non-Valid Enemy Situation

If the Enemy Validation Committee finds that the enemy situation is not valid, the inmate will be returned to population and full documentation must be made of the findings.

Protective Custody (PC)

PC is the placement of an inmate in a confined area which removes them from exposure and direct contact with the general population of the institution for the purpose of protecting the inmate's safety and wellbeing.

The following inmates will require PC review on a case-by-case basis:

- Prior law enforcement or correctional employees.
- Relatives of law enforcement or correctional employees.
- Credible informants.
- Vulnerable inmates.
- High profile cases.

Release from Protective Custody

Inmates may be considered for release upon request. The inmate must provide written explanation as to why the enemy situation no longer exists.

The Enemy Validation Committee will investigate the request and determine if an enemy situation continues to exist. The CRB shall review the recommendations of the Enemy Validation Committee and make the final decision as to the release of the inmate.

6.5 SPECIAL EDUCATION SERVICES INMATES

Inmates, age twenty-one (21) and below who have been identified by the State Department of Education staff as qualifying for Special Education Services, are required to be placed at a facility offering Special Education Services, which currently include:

6.4.4 Tutwiler Prison for Women (TPFW)

6.4.5 Birmingham Community Based Facility (BCBF)

Placement at these institutions will be based on approved custody level and must also be consistent with the security of the institutions and the medical and/or psychological needs of the inmate.

Whenever there is a conflict between Special Education Services placement and medical and/or psychological requirements, the medical and/or psychological needs will prevail.

6.6 INMATES UNDER EIGHTEEN (18)

Those inmates that have not yet reached the age of eighteen (18) will be housed at Tutwiler Prison for Women until the time that they turn eighteen (18).

6.7 INTERSTATE CORRECTIONS COMPACT TRANSFERS (ICC)

Interstate Corrections Compact (ICC) is the agreement between two (2) states for the exchange of inmates. ADOC Administrative Regulation 22, Interstate Corrections Compact (ICC) establishes the responsibilities, policies and procedures for this process. The Director of the Central Records Division will serve as the ICC Administrator.

Procedures for Sending Inmates Out-of-State

Institutional Procedures - The process will begin when the inmate has initiated a request for transfer in writing to her Classification Specialist or the Warden.

The Classification Specialist or Supervisor will review the request to determine eligibility according to the criteria in Administrative Regulation 22.

If the inmate is deemed eligible, the Classification Specialist or Supervisor will submit a recommendation to the Warden using a progress review.

Upon approval of the Warden, the following will be forwarded to the ICC Administrator:

6.7.1 Cover letter indicating the inmate's request for ICC transfer.

6.7.2 Current time sheet.

6.7.3 Pre/Post Sentence Investigation (PSI).

6.7.4 Latest progress review.

6.7.5 Medical History Form (Annex A of Administrative Regulation 22).

6.7.6 ICC Transfer Request Form (Annex B of Administrative Regulation 22).

Central Office Procedures - The ICC Administrator will document the application upon receipt and will then forward it to the Director of Classification.

The Director of Classification will review the application for the final approval/denial of the recommendation.

If denied, the application is returned to the ICC Administrator with the reason for denial. The inmate and Warden will be informed of the denial by the ICC Administrator.

If approved, the application will be forwarded to the Commissioner of Corrections for review.

The Commissioner of Corrections will review the recommendation for transfer approved by the Director of Classification.

If denied, the ICC Administrator will inform the inmate and Warden of the denial.

If approved, the ICC Administrator will begin the transfer procedure. The ICC Administrator will provide all necessary documents to the receiving state for approval/denial.

Upon approval of the application by the receiving state, the ICC Administrator will direct the transfer process.

Procedures for Receiving Out-of-State Inmates

Application Procedures - The ICC Administrator will receive, document and ensure completeness of the transfer application package before forwarding it to the Director of Classification.

The Director of Classification will review the application for the final approval/denial of the recommendation.

If denied, the application will be returned to the ICC Administrator with the reason for denial.

If approved, the application will be forwarded to the Commissioner for review.

The Commissioner must give written approval prior to the acceptance of any inmate from another state.

Inmate Receipt Procedures - Inmates received under ICC will be issued a new AIS number using the abbreviation for the sending state.

Inmates will be received at Tutwiler Prison for Women (TPFW).

The inmate will undergo routine processing and classification upon admission and will be reviewed every six (6) months by means of a progress review that is to be forwarded to the sending state.

Inmates confined under ICC will be afforded the opportunity to participate in educational, vocational and treatment programs.

Qualified inmates will be eligible for community-based programs with the approval of the sending state. Program participation must not be contrary to the laws of the sending state.

APPENDIX I: ADOC WOMEN’S FACILITIES

The institutional security designations are consistent with the inmate custody level designations. However, it should be noted that lower custody levels can be assigned to close and medium security institutions based on the program, medical and institutional operational needs.

CLOSE SECURITY

Tutwiler Prison for Women (TPFW) – Close Security

- This is the major institution for inmates sentenced to death row and inmates serving LWOP. This unit serves as the receiving and initial classification facility for inmates entering ADOC as well as parole violators being returned to custody. TPFW can house inmates in Close, Medium and Minimum custody including Administrative Restrictive Housing, protective custody, and death row. TPFW also has a Stabilization Unit (SU) and a Residential Treatment Unit (RTU). Medical services are available twenty-four (24) hours a day, seven (7) days per week.
- Prison industries at TPFW include clothing manufacturing. Programs offered at TPFW include: Six-Month Crime Bill (CB); Helping Women Recover (6-week SAP); Aftercare Program; Adult Basic Education (ABE)/GED; Auto Mechanics; Interior Design; Welding; Cosmetology; Beyond Violence; Beyond Trauma; Getting Ahead While Getting Out; Active Adult Relationships; Parenting Inside Out; and Moving On.

MEDIUM SECURITY

Montgomery Women’s Facility (MWF) – Medium Security

- MWF can house Medium and Minimum custody inmates including Minimum-Out, Minimum-In, and Minimum-Community inmates. Medical services are available twenty-four (24) hours a day, seven (7) days per week.
- Programs offered at MWF include: Helping Women Recover (6-week SAP); Aftercare Program; Aid to Inmate Mothers Program (AIM); Beyond Violence; Beyond Trauma; Getting Ahead While Getting Out; Active Adult Relationships; Parenting Inside Out; and Moving On.

MINIMUM-OUT/MINIMUM-COMMUNITY SECURITY

Birmingham Community Based Facility (BCBF)

- This facility contains a work release center and a community work center for Minimum- Out and Minimum-Community inmates. Medical services are available twenty-four (24) hours a day, seven (7) days per week.
- Programs offered at BCBF include: Helping Women Recover (6-week SAP); Aftercare Program; Adult Basic Education (ABE)/GED; Beyond Violence; Beyond Trauma; Getting Ahead While Getting Out; Active Adult Relationships; and Parenting Inside Out.

APPENDIX II: CLASSIFICATION REVIEW INSTRUCTIONS

INITIAL CLASSIFICATION REVIEW/ASSESSMENT

The initial summary is accessed through the classification module.

Using information obtained from a review of available documents including the inmate summary, FBI reports, PSIs and the results of the inmate interview, the initial inmate classification summary, the WRNA, and the PREA Screen will be completed by the Classification Specialist.

As much information as can be obtained regarding family contacts shall be entered into the Inmate Contacts portion of the module.

Interview Step

Demographics - Certain information will be provided by the classification module and shall be verified to ensure accuracy. Country and state of birth, primary occupation, highest grade level completed, driver's license number (if known), marital status, military affiliation, religious preference and emergency contact information shall be obtained and entered.

Special Needs - The mental health (MH) and health care (HC) codes will be provided. Pertinent psychological, medical and other special need information shall be included. Any recommended treatment programs shall also be indicated.

Crime Details - All current convictions will appear. Using the drop downs and text boxes provided, briefly and clearly add the details of all current convictions with emphasis being given to details relevant to classification decisions.

State whether the PSI or other source documents are available. If these are available, specific details of the offenses shall be included. It is not acceptable to state "See PSI". If a PSI or other source documents are unavailable and details of the crime are supplied by the inmate, choose "self-report" in the drop-down box.

Detainer Warrants - Existing detainers on record will be provided. A thorough review of AlaCourt shall be conducted. Detainers found through AlaCourt, the review of documents and information provided by the inmate shall also be documented. Specific information shall be provided including charge, case number and jurisdiction. When including information received by telephone or email contact with other agencies, always include the date, phone number, and name and position of the person from whom the information was received. For example:

06-01-05, Jan, secretary at U.S. Marshall's Office, advised inmate has consecutive federal sentence for which detainer has not been received.

Per AlaCourt DC2010-000002/Theft of Property I in Jefferson County is unresolved.

Inmate indicates a Felony DUI is pending in Baldwin County. Unable to verify through AlaCourt or phone call to the Circuit Clerk's Office.

Disciplinaries - Disciplinaries for the current and all prior incarcerations will be provided. Any known information regarding disciplinary actions in the county jail shall also be documented in the comment section provided.

Escapes - Alabama escapes will be provided. In the comment space provided, give details of other escapes such as juvenile, out-of-state, federal, city and county jail, and any other escape type behavior. This shall always include the date of escape, location escaped from, manner of escape to include whether with or without force, manner of recapture and date and location of apprehension. For example:

- Multiple juvenile elopements from custody, last one March 2002.
- Last escape 1981, Florida State Prison, force used against Correctional Officer to leave from back gate. Recaptured in 1982 in Alabama during a routine traffic stop.
- Escaped county work release detail by walking off of job. Recaptured without incident the same day by the Sheriff's Department at subject's mother's home.

Paroles & Probations - Dates of prior probation and parole failures may be provided. Any additional information obtained regarding prior probation and/or parole supervisions and failures shall also be included. The reason for the violations shall also be obtained and provided. For example:

Paroled 08/01/05, revoked 10/01/05 due to technical violations, i.e., leaving the state without permission; failure to report and failure to maintain employment.

Probation revoked 12/08 due to testing positive for cocaine and being arrested for a new charge, Possession of Controlled Substance in Morgan County, case still pending, see Detainer Section.

Prior Convictions - Prior Alabama convictions will be provided. Other priors found through AlaCourt, PSIs and other document review and information provided by the inmate shall be documented in the comment section provided. This shall include juvenile adjudications and convictions outside of Alabama. Include all information that would impact the classification decision. It is essential to submit all details regarding sex offenses, to include disposition, dates, etc. For example:

- Prior Georgia and Florida sentences served for assaults with serious victim injury, last release from Georgia in 2000.
- Multiple juvenile arrests, non-violent property offenses.
- Multiple alcohol related misdemeanors, see PSI.
- 1992 Juvenile Sexual Abuse I adjudication, DYS placement with release from probation in 1994.

Enemy Identification - Even though not a tab within the interview portion of the classification module, an inmate shall be asked if they have any known enemies within ADOC. Previously validated enemies will appear on the Enemy List found in the list of drop downs. Enemies identified and validated during the interview shall be entered into the Enemy portion of the module and shall also be indicated on the boarding sheet.

PREA Screening - PREA Screening items and results shall be documented. Appropriate mental health referrals shall be made based upon the results.

Gender-Responsive Risk/Needs Assessment Step

The sources of information used to complete the Intake WRNA may include, but are not limited to, the PSI or other source documentation, AlaCourt, the inmate summary, information from other agencies and information gathered through the inmate's WRNA interview. Classification personnel must complete the WRNA training in order to administer the assessment and interpret the results. Record the WRNA score on the initial classification form: (Attachment 5).

Nothing in the objective measurement of custody level either initial or reclassification shall be interpreted to eliminate the need for professional judgment by classification personnel. Classification personnel are expected and required to act within the boundaries of acceptable custody level placement criteria while using their professional judgment.

Security and Custody Step

The system recommended score will appear based on the scoring of the WRNA. If another security level is being recommended, the over-ride box shall be checked, and the appropriate over-ride reason shall be selected from the list provided. If any security restrictions apply, they shall be selected from the drop down. The comment portion shall indicate why the recommended security and custody are appropriate. Before saving, make sure the appropriate custody level is selected.

Programming Recommendations

Programming needs shall be marked as identified based upon the WRNA results. These program recommendations will be considered when assigning housing, creating case plans and making linkages to programs and services.

Institution Recommendations

Only institutions appropriate for the recommendation shall be selected. The information provided in the comment section will load automatically to the boarding sheet. This section shall include additional specific information to support placement and custody recommendations. Comments here shall include the basic sentence information and brief crime details, probation and parole failures, brief summary of priors, medical and mental health information, treatment needs, medical and psychological information, prior institutional adjustment and any other pertinent information.

Dormitory Recommendations

Only dormitories appropriate for the recommendation shall be selected. Determinations shall be based on custody level, PREA screening results, sentence information, medical and mental health codes, treatment needs, and practical consideration such as bed space.

Distribution

Both boarding sheets shall be printed, the inmate allowed to sign and then forwarded to CRB. A suspense copy shall be scanned into the inmate's file.

RECLASSIFICATION REVIEW/RISK ASSESSMENT

The reclassification summary is accessed through the classification module. As much information as can be obtained regarding family contacts and emergency contacts shall be entered into the Inmate Contacts portion of the module.

Interview Step

Each step will contain the information entered at the last review. However, each tab shall be reviewed to assure that the information contained is up to date, accurate and complete. Do not bypass the previously entered data before the new recommendation is made.

PREA Screening

PREA Screening items and results shall be documented. Appropriate mental health referrals shall be made upon the results.

Gender-Responsive Risk/Needs Assessment Step

The sources of information used to complete the WRNA may include, but are not limited to, the PSI or other source documentation, AlaCourt, the inmate summary, information from other agencies and information gathered through the inmate's WRNA interview. Classification personnel must complete the WRNA training in order to administer the assessment and interpret the results. Record the WRNA score on the reclassification form: (Attachment 6).

The module will automatically provide for items based on database information and input into the module. When reviewing the information automatically populated in the module, make any and all necessary changes in order to accurately reflect the true risk of the inmate.

Nothing in the objective measurement of custody level either initial or reclassification shall be interpreted to eliminate the need for professional judgment by classification personnel. Classification personnel are expected and required to act within the boundaries of acceptable custody level placement criteria while using their professional judgment.

Security and Custody Step

The system recommended score will appear based on the scoring of the risk assessment. If another security level is being recommended, the override box shall be checked, and the appropriate override reason shall be selected from the list provided. If any security restrictions apply, they shall be selected from the drop down. The comment portion shall indicate why the recommended security and custody are appropriate. Before saving, make sure the appropriate custody is selected.

Programming Recommendations

Programming needs shall be marked as identified based upon the WRNA results. These program recommendations will be considered when assigning housing, creating case plans and making linkages to programs and services.

Programming Completion

Programming completed by the inmate shall be marked. Program completion will be considered when assigning housing, creating case plans and making work assignments.

Institution Recommendations

Only institutions appropriate for the recommendation shall be selected. The information provided in the comment section will load automatically to the boarding sheet. This section shall include additional specific information to support placement and custody recommendations. Comments here shall include the basic sentence information and brief crime details, probation and parole failures, brief summary of priors, medical and mental health information, treatment needs, medical and psychological information, prior institutional adjustment and any other pertinent information.

Dormitory Recommendations

Only dormitories appropriate for the recommendation shall be selected. Determinations shall be based on custody level, PREA screening results, sentence information, medical and mental health codes, treatment needs, and practical consideration such as bed space.

Distribution

Both boarding sheets shall be printed, the inmate allowed to sign and then forwarded to CRB. A suspense copy shall be scanned into the inmate's file.

ATTACHMENTS

ATTACHMENT 1: U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT



U.S. Department of Homeland Security
Detention and Removal Operations
877 Forrest Ace
Gadsden, AL 35907

U.S. Immigration and Customs Enforcement REPORT OF SUSPECTED ILLEGAL IMMIGRATION STATUS

NAME OF FACILITY _____ PHONE _____ FAX _____

The information below is for persons believed to be non-US Citizens committed to this facility as an inmate.

LAST NAME _____ AIS# _____

FIRST NAME _____ MIDDLE NAME _____

ALIAS: _____

BIRTH PLACE _____ BIRTH DATE _____

LAST RESIDENCE _____
IMMIGRATION STATUS: _____

MANNER OF ENTRY INTO THE U.S.: _____

CITY AND STATE ENTER THE U.S.: _____

FATHER'S NAME: _____ MOTHER'S NAME: _____

CRIME OF CONVICTION: _____

FBI# _____ SID# _____ SS# _____

COUNTY OF CONVICTION: _____ COURT: _____ CASE# _____

CLERK'S OFFICE NO.#: _____

ATTACHMENT 2: 12 HOUR ADVANCED NOTIFICATION OF PENDING RECLASSIFICATION

12 HOUR ADVANCE NOTIFICATION OF PENDING RECLASSIFICATION

TO: _____
 NAME AIS # R/S DATE

Notice of Reclassification: This is to inform you that on the _____ day of _____, 20____, you will meet a reclassification team to be considered for change in custody and/or institutional assignment because:

This is not a disciplinary hearing. A reclassification team will review this matter and recommend changes, if needed, in your current placement and/or custody. At the reclassification meeting you will be given an opportunity to be heard, to present witnesses and to present documentary evidence.

 NAME OF SERVING OFFICER DATE WITNESS

I understand that this is my notice of a reclassification meeting to determine changes in placement and/or custody. I have been given the opportunity to call witnesses in my behalf and have received a copy of this notice on _____ at _____.
 DATE TIME

 SIGNATURE OF INMATE AIS #

WITNESSES REQUESTED BY INMATE:
 _____ NONE

DISTRIBUTION: INMATE/ FILE

ATTACHMENT 3: CLASSIFICATION APPEAL FORM

CLASSIFICATION APPEAL FORM

INSTITUTION: _____ DATE: _____

NAME: _____ AIS#: _____

I. CLEARLY STATE THE DECISION THAT IS BEING APPEALED: _____

II. BRIEFLY AND CLEARLY STATE YOUR REASON FOR APPEALING: _____

INMATE SIGNATURE

III. COMMENTS OF CLASSIFICATION PERSONNEL: _____

CLASSIFICATION SIGNATURE

DATE

DO NOT WRITE BELOW THIS LINE

APPEAL GRANTED: _____ DENIED: _____

DATE: _____

COMMENTS: _____

ATTACHMENT 5: WOMEN'S SERVICES INITIAL INMATE CLASSIFICATION

Name:	AIS#:
Classification Specialist #:	Date:

WRNA Score:	Level <input type="checkbox"/> Medium 5 (28+) <input type="checkbox"/> Medium 4 (21-27) <input type="checkbox"/> Minimum (0-20)
-------------	--

Mental Health Code:	Medical Code:
---------------------	---------------

PREA Screening Results (Check all that apply):

- | | |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Victim | <input type="checkbox"/> Predator |
| <input type="checkbox"/> Non-Victim | <input type="checkbox"/> Non-Predator |

Programming Needs

- | | | |
|---|---|---|
| <input type="checkbox"/> Antisocial Attitudes | <input type="checkbox"/> Mental Health | <input type="checkbox"/> Parental Stress |
| <input type="checkbox"/> Education | <input type="checkbox"/> Abuse/Trauma | <input type="checkbox"/> Parental Involvement |
| <input type="checkbox"/> Employment/Financial | <input type="checkbox"/> Substance Use Disorder | <input type="checkbox"/> Self-Efficacy |
| <input type="checkbox"/> Antisocial Friends | <input type="checkbox"/> Family | <input type="checkbox"/> Sex Offender |
| <input type="checkbox"/> Anger/Hostility | <input type="checkbox"/> Relationships | <input type="checkbox"/> Domestic Violence |

Override Factors

- | | | |
|---|---|---|
| <input type="checkbox"/> Sex Offender | <input type="checkbox"/> Gang Activity | <input type="checkbox"/> Programming Needs |
| <input type="checkbox"/> Violent Offender | <input type="checkbox"/> Negative Adjustment | <input type="checkbox"/> Work Assignment |
| <input type="checkbox"/> LWOP | <input type="checkbox"/> Felony Detainer | <input type="checkbox"/> Program Completion |
| <input type="checkbox"/> Death Penalty | <input type="checkbox"/> Serious Disciplinary Reports | <input type="checkbox"/> Clear Disciplinary Reports |
| <input type="checkbox"/> Escape | <input type="checkbox"/> Time Left to Serve | <input type="checkbox"/> Positive Adjustment |
| <input type="checkbox"/> Violent Behavior | <input type="checkbox"/> Community Response | <input type="checkbox"/> Re-Entry Needs |

Is Over-Ride of Scored Recommended? Yes No

If yes, provide rationale (required):

Classification Recommendation (Part I)

- | | |
|---|--|
| Population Assignment: | Custody Level: |
| <input type="checkbox"/> General Population | <input type="checkbox"/> Close |
| <input type="checkbox"/> Protective Custody | <input type="checkbox"/> Medium 5 |
| <input type="checkbox"/> Medical | <input type="checkbox"/> Medium 4 |
| <input type="checkbox"/> Mental Health | <input type="checkbox"/> Minimum In |
| <input type="checkbox"/> Administrative Segregation | <input type="checkbox"/> Minimum Out |
| | <input type="checkbox"/> Minimum Comm. |

**WOMEN'S SERVICES INITIAL INMATE CLASSIFICATION
(Continued)**

Classification Recommendation (Part II)

- | | | |
|--|--|---|
| <input type="checkbox"/> Tutwiler
<input type="checkbox"/> A: Med 4/5 (Aggressor)
<input type="checkbox"/> B: Medical
<input type="checkbox"/> C: Drug Treatment
<input type="checkbox"/> D2: Infirmary
<input type="checkbox"/> D3: Medical Isolation
<input type="checkbox"/> D4: Medical Isolation
<input type="checkbox"/> D5: Medical (aged/infirm)
<input type="checkbox"/> F: Med 4/5 (Victim)
<input type="checkbox"/> G: Trade School
<input type="checkbox"/> H: Mental Health
<input type="checkbox"/> I: Honor
<input type="checkbox"/> J: Min/Med 4 (Aggressor)
<input type="checkbox"/> K: Intake
<input type="checkbox"/> L: Closed/Admin. Seg.
<input type="checkbox"/> M: Death Row
<input type="checkbox"/> N: Minimum (Aggressor)
<input type="checkbox"/> O: Minimum (Victim) | <input type="checkbox"/> Montgomery
<input type="checkbox"/> General Min (Victim) | <input type="checkbox"/> Birmingham
<input type="checkbox"/> C: Min. Comm. (Aggressor)
<input type="checkbox"/> D: Min. Comm. (Aggressor)
<input type="checkbox"/> E: Min. Comm. (Victim)
<input type="checkbox"/> F: Min. Comm. (Victim)
<input type="checkbox"/> G: Min. Comm. (Victim)
<input type="checkbox"/> H: Min. Out (Aggressor)
<input type="checkbox"/> I: Min. Out (Aggressor)
<input type="checkbox"/> J: Min. Out (Victim)
<input type="checkbox"/> K: Min. Out (Victim)
<input type="checkbox"/> L: Min. Out (Victim)
<input type="checkbox"/> M: Min. Out (Aggressor)
<input type="checkbox"/> N: Min. Out (Aggressor) |
|--|--|---|

Signatures:

Inmate / AIS# _____ Date _____

Classification Specialist _____ Date _____

Classification Coordinator _____ Date _____

Psychologist _____ Date _____

Warden or Representative _____ Date _____

Central Review Board _____ Date _____

Central Review Board _____ Date _____

Central Review Board _____ Date _____

APPROVAL OF OVERRIDE

Approve Recommended Population Assignment, Custody Level, Facility Assignment, and Dormitory Assignment?

YES NO

If no, provide rationale (required):

FINAL CLASSIFICATION:

Population Assignment:	Facility Assignment:
Custody Level:	Dormitory Assignment:

ATTACHMENT 6: WOMEN'S SERVICES RECLASSIFICATION

Name:	AIS#:
Classification Specialist #:	Date:

CURRENT CLASSIFICATION:

Population Assignment: General	Facility Assignment: Tutwiler
Custody Level:	Dormitory Assignment:

WRNA Score:	Level <input type="checkbox"/> Medium 5 (28+) <input type="checkbox"/> Medium 4 (21-27) <input type="checkbox"/> Minimum (0-20)
-------------	--

Mental Health Code:	Medical Code:
---------------------	---------------

PREA Screening Results (Check all that apply):

- | | |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Victim | <input type="checkbox"/> Predator |
| <input type="checkbox"/> Non-Victim | <input type="checkbox"/> Non-Predator |

Programming Needs

- | | | |
|---|---|---|
| <input type="checkbox"/> Antisocial Attitudes | <input type="checkbox"/> Mental Health | <input type="checkbox"/> Parental Stress |
| <input type="checkbox"/> Education | <input type="checkbox"/> Abuse/Trauma | <input type="checkbox"/> Parental Involvement |
| <input type="checkbox"/> Employment/Financial | <input type="checkbox"/> Substance Use Disorder | <input type="checkbox"/> Self-Efficacy |
| <input type="checkbox"/> Antisocial Friends | <input type="checkbox"/> Family | <input type="checkbox"/> Sex Offender |
| <input type="checkbox"/> Anger/Hostility | <input type="checkbox"/> Relationships | <input type="checkbox"/> Domestic Violence |

Programming Completed Since Last Classification

- | | | |
|---|---|---|
| <input type="checkbox"/> Antisocial Attitudes | <input type="checkbox"/> Mental Health | <input type="checkbox"/> Parental Stress |
| <input type="checkbox"/> Education | <input type="checkbox"/> Abuse/Trauma | <input type="checkbox"/> Parental Involvement |
| <input type="checkbox"/> Employment/Financial | <input type="checkbox"/> Substance Use Disorder | <input type="checkbox"/> Self-Efficacy |
| <input type="checkbox"/> Antisocial Friends | <input type="checkbox"/> Family | <input type="checkbox"/> Sex Offender |
| <input type="checkbox"/> Anger/Hostility | <input type="checkbox"/> Relationships | <input type="checkbox"/> Domestic Violence |

Disciplinary History (for current incarceration)

Major Disciplinary Reports		Minor Disciplinary Reports	
Date	Code/Offense	Date	Code/Offense

WOMEN'S SERVICES INMATE RECLASSIFICATION
(Continued)

Override Factors

- | | | |
|---|---|---|
| <input type="checkbox"/> Sex Offender | <input type="checkbox"/> Gang Activity | <input type="checkbox"/> Programming Needs |
| <input type="checkbox"/> Violent Offender | <input type="checkbox"/> Negative Adjustment | <input type="checkbox"/> Work Assignment |
| <input type="checkbox"/> LWOP | <input type="checkbox"/> Felony Detainer | <input type="checkbox"/> Program Completion |
| <input type="checkbox"/> Death Penalty | <input type="checkbox"/> Serious Disciplinary Reports | <input type="checkbox"/> Clear Disciplinary Reports |
| <input type="checkbox"/> Escape | <input type="checkbox"/> Time Left to Serve | <input type="checkbox"/> Positive Adjustment |
| <input type="checkbox"/> Violent Behavior | <input type="checkbox"/> Community Response | <input type="checkbox"/> Re-Entry Needs |

Is Over-Ride of Scored Custody Recommended? Yes No

If yes, provide rationale (required):

Classification Recommendation (Part I)

- | | |
|---|--|
| Population Assignment: | Custody Level: |
| <input type="checkbox"/> General Population | <input type="checkbox"/> Close |
| <input type="checkbox"/> Protective Custody | <input type="checkbox"/> Medium 5 |
| <input type="checkbox"/> Medical | <input type="checkbox"/> Medium 4 |
| <input type="checkbox"/> Mental Health | <input type="checkbox"/> Minimum In |
| <input type="checkbox"/> Administrative Segregation | <input type="checkbox"/> Minimum Out |
| | <input type="checkbox"/> Minimum Comm. |

Classification Recommendation (Part II)

- | | | |
|---|---|--|
| <input type="checkbox"/> Tutwiler | <input type="checkbox"/> Montgomery | <input type="checkbox"/> Birmingham |
| <input type="checkbox"/> A: Med 4/5 (Aggressor) | <input type="checkbox"/> General Min (Victim) | <input type="checkbox"/> C: Min. Comm. (Aggressor) |
| <input type="checkbox"/> B: Medical | | <input type="checkbox"/> D: Min. Comm. (Aggressor) |
| <input type="checkbox"/> C: Drug Treatment | | <input type="checkbox"/> E: Min. Comm. (Victim) |
| <input type="checkbox"/> D2: Infirmary | | <input type="checkbox"/> F: Min. Comm. (Victim) |
| <input type="checkbox"/> D3: Medical Isolation | | <input type="checkbox"/> G: Min. Comm. (Victim) |
| <input type="checkbox"/> D4: Medical Isolation | | <input type="checkbox"/> H: Min. Out (Aggressor) |
| <input type="checkbox"/> D5: Medical (aged/infirmary) | | <input type="checkbox"/> I: Min. Out (Aggressor) |
| <input type="checkbox"/> F: Med 4/5 (Victim) | | <input type="checkbox"/> J: Min. Out (Victim) |
| <input type="checkbox"/> G: Trade School | | <input type="checkbox"/> K: Min. Out (Victim) |
| <input type="checkbox"/> H: Mental Health | | <input type="checkbox"/> L: Min. Out (Victim) |
| <input type="checkbox"/> I: Honor | | <input type="checkbox"/> M: Min. Out (Aggressor) |
| <input type="checkbox"/> J: Min/Med 4 (Aggressor) | | <input type="checkbox"/> N: Min. Out (Aggressor) |
| <input type="checkbox"/> K: Intake | | |
| <input type="checkbox"/> L: Closed/Admin. Seg. | | |
| <input type="checkbox"/> M: Death Row | | |
| <input type="checkbox"/> N: Minimum (Aggressor) | | |
| <input type="checkbox"/> O: Minimum (Victim) | | |

Signatures:

Inmate / AIS# _____ Date _____

Classification Specialist _____ Date _____

Classification Coordinator _____ Date _____

Psychologist _____ Date _____

Warden or Representative _____ Date _____

Central Review Board _____ Date _____

Central Review Board _____ Date _____

Central Review Board _____ Date _____

APPROVAL OF OVERRIDE

Approve Recommended Population Assignment, Custody Level, Facility Assignment, and Dormitory Assignment? YES NO

If no, provide rationale (required):

FINAL CLASSIFICATION:

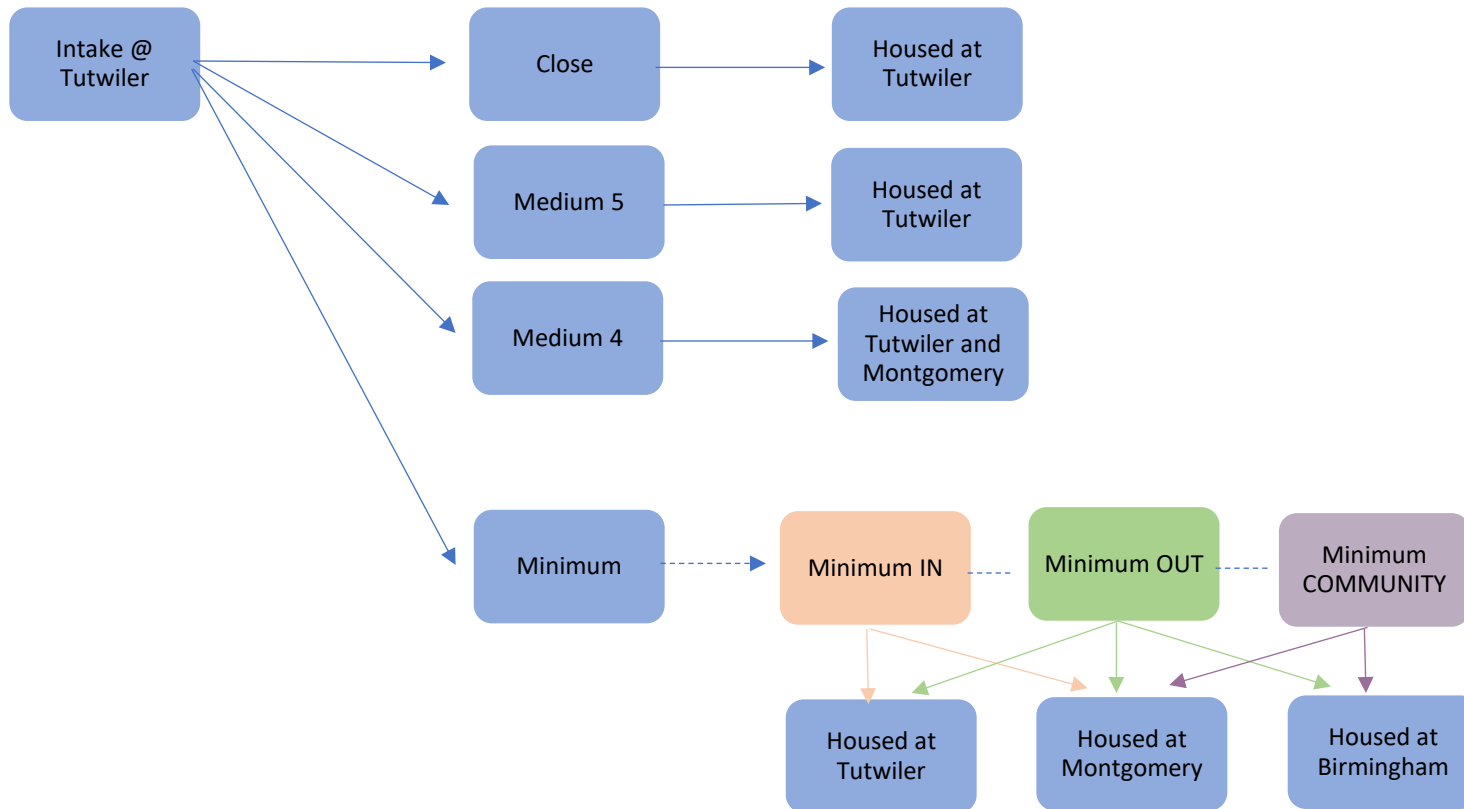
Population Assignment:	Facility Assignment:
Custody Level:	Dormitory Assignment:

ATTACHMENT 7: CLOSE CUSTODY REDUCTION REVIEW FORM

Close Custody Reduction Review Form

Inmate Name:	AIS#:	
Facility:		
The above inmate is being recommended by the IRHRB for reduction from Close custody to:		
<input type="checkbox"/> Medium/Administrative Segregation <input type="checkbox"/> Medium/General Population		
Date and Nature of Infraction(s) Leading to Current Placement:		
Date placed in Restrictive Housing:		
Date of Close custody approval:		
Dates and descriptions of Disciplinary during current Restrictive Housing placement:		
Minimum Time Required in Close (according to criteria):		
Has Minimum time been served:	Yes	No
Brief justification for reduction:		
Date		
Specialist Signature		
IRHRB Members		
Classification Director /Assistant Director Signature	Date:	

ATTACHMENT 9: WOMEN'S SERVICES EXTERNAL CLASSIFICATION FLOWCHART

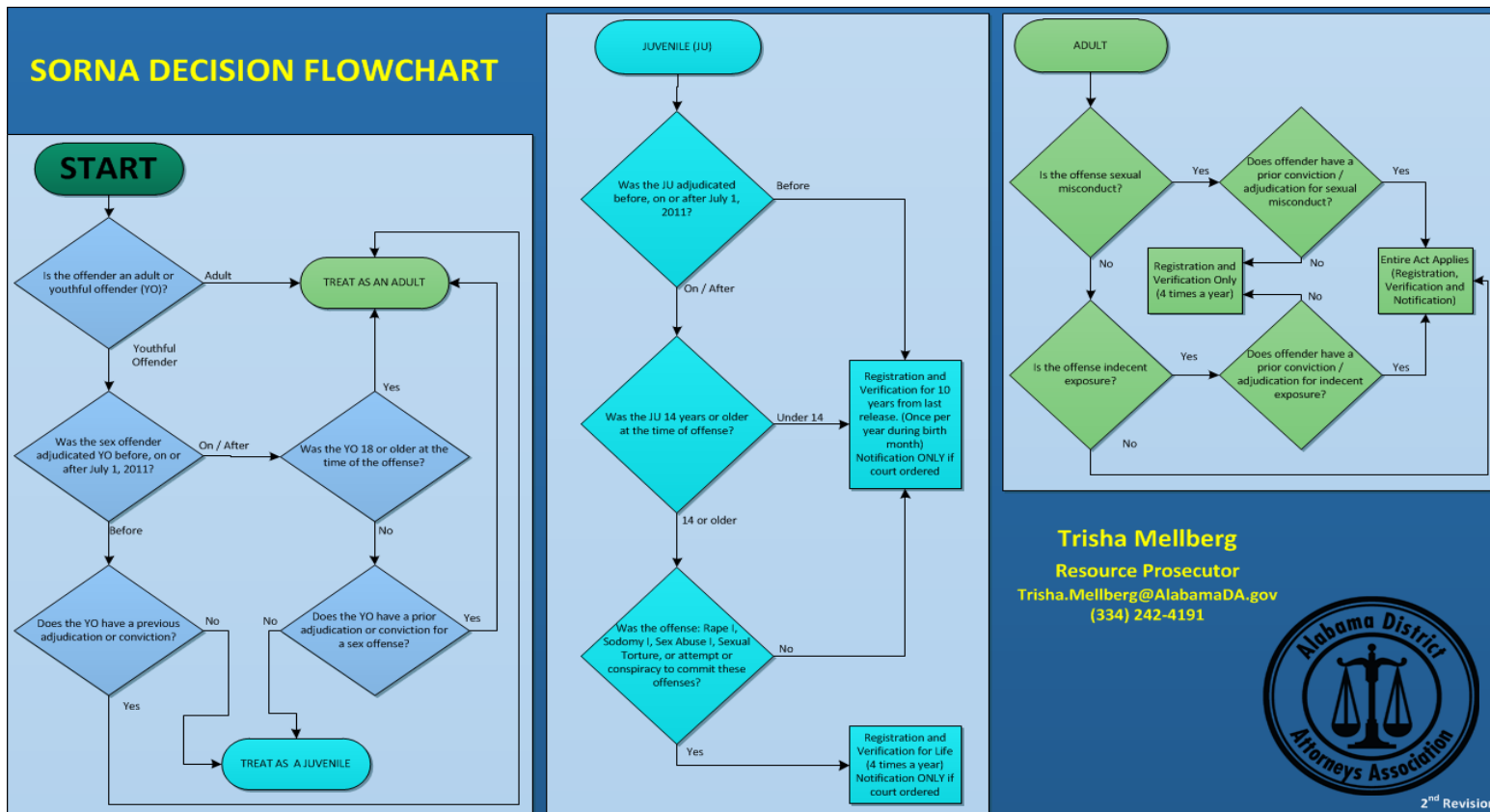


ATTACHMENT 10: WOMEN’S SERVICES EXTERNAL CLASSIFICATION CRITERIA

	Close	Medium 5	Medium 4	Minimum In	Minimum Out	Minimum Community*
WRNA Score	N/A	28 and above	21-27	20 and below	20 and below	20 and below
Gender-Responsive, Trauma-Informed Programming				Women requiring substance use disorder, anger management, violence prevention, or cognitive behavioral programming	No required programming	No required programming
Offense Specific	Death Penalty; LWOP for 30 days	LWOP; Escape	Escape		Sex offenders are ineligible	Sex offenders are ineligible
Behavioral	Disciplinary Segregation					90 days in Minimum Out without incurring any major disciplinarys
Medical/Mental Health	N/A	Mental Health Code 2 and below	Mental Health Code 2 and below	Mental Health Code 1 and below	Mental Health Code 1 and below	Mental Health Code 1 and below
Time Restrictions	N/A	N/A	N/A			First possible release date for inmates with current or prior violent offense may occur after 50% of sentence is served

* Inmates with life sentences for violent offenses are excluded from Minimum-Community custody consideration at this time.

ATTACHMENT 11: SORNA DECISION FLOWCHART





Women's Services Mission

Committed professionals working together to provide a safe, healthy, and respectful environment and preparing women offenders for successful re-entry through gender-responsive programs and services.

Vision

Positively influencing the lives of women offenders to create safer communities.

Core Values

Professionalism:

We are committed to modeling attitudes and actions that promote excellence in our profession.

Accountability:

We are committed to transparency and responsibility in all our professional and public relations.

Integrity:

We are committed to honesty in actions, principles, and ethical behavior to promote positive outcomes for women offenders.

Innovation:

We are committed to the on-going discovery of new ideas and methods to develop and implement gender-responsive strategies.

Respect:

We are committed to promoting a positive culture for staff and offenders resulting in appreciation for others' abilities, qualities, and achievements.

Change:

We are committed to adaptability in order to work toward the mission and goals of women's services.

Collaboration:

We are committed to welcoming the respectful sharing of ideas and contributions from all perspectives through healthy and inclusive communication.

