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JOHN Q. HAMM
COMMISSIONER

December 1, 2022

ADMINISTRATIVE REGULATION
NUMBER

400

OPR: CLASSIFICATION

CLASSIFICATION OF INMATES

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for inmate classification.

II. POLICY

Inmates incarcerated in the ADOC will be classified by security level, custody, and program needs as defined in the ADOC Men's Services Classification Manual and the ADOC Women's Services Classification Manual. The ADOC Men's Services Classification Manual and the ADOC Women's Services Classification Manual are the documents of direction in all matters of inmate classification and procedures thereunto.

III. DEFINITION(S) AND ACRONYM(S)

- A. **Central Review Board (CRB):** The board is comprised of Classification Review Board Analysts assigned to the Central Classification Division.
- B. **Classification:** The method of assessing inmate risk and need in order to arrive at an appropriate assignment to an ADOC facility, housing unit and/or required programming.
- C. **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 facility classification units to ensure policy compliance and provide guidance to facility staff.

IV. RESPONSIBILITIES

- A. The Commissioner of the Alabama Department of Corrections is responsible for the oversight of the Alabama Department of Corrections.
- B. The Warden/Designee is responsible for oversight of the facility classification unit.
- C. The Deputy Commissioner of Men's Services is responsible for the classification function at male correctional facilities. The Deputy Commissioner of Women's Services is responsible for the classification function at female correctional facilities.
- D. The Director of Classification is responsible for the oversight of the ADOC classification process and Central Classification.
- E. The Assistant Director of Classification is responsible for assisting the Director of Classification.
- F. The Central Review Board (CRB) is responsible for reviewing and determining the final action to be taken on recommendations for institutional security levels, custody levels, program needs, and assignment of inmates as recommended by the facility classification unit.
- G. The facility classification unit, comprised of the Classification Specialist Supervisor and Classification Specialist(s), is responsible for implementing facility classification processes in compliance with policies and procedures.

V. PROCEDURES

All classification procedures are established in accordance with the ADOC Male Classification Manual and the ADOC Women's Services Classification Manual.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

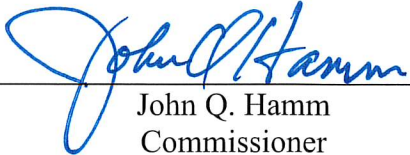
There are no forms prescribed in this AR.

VIII. SUPERSEDES

This Administrative Regulation supersedes AR 400, *Classification of Inmates*, dated November 10, 2004, and any changes.

IX. PERFORMANCE

- A. Code of Alabama 1975, Section 14-1-1.1
- B. ADOC Men's Services Classification Manual
- C. ADOC Women's Services Classification Manual



John Q. Hamm
Commissioner