

 <p>CORRECTIONS ADC</p>	ARIZONA DEPARTMENT OF CORRECTIONS INMATE NOTIFICATION	Notification Number: 37 - 11
		Issue Date: October 5, 2011

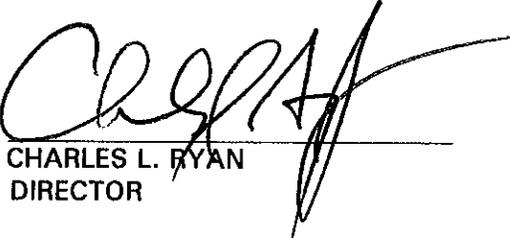
POSTING NOTIFICATION

This information is to be posted for a minimum of 30 days in areas accessible to inmates and shall be made available to inmates who do not have access to posted copies. This notification contains changes that are related to inmate issues/concerns only. Attached with this Inmate Notification is a copy of the revised Department Order for review purposes only.

TO ALL INMATES

Department Order 801, Inmate Classification has been revised and will be effective 30 days from the issue date of this Inmate Notification.

The significant revisions include clarifying inmates shall be reviewed upon arrival at the Departments Intake and Reception Centers and at each annual classification review for any siblings and/or parental relationships currently in the Department system. Siblings or those having a parent/child relationship shall not be housed at the same unit regardless of the number of DNHW inmates allowed, unless there are no other housing options available. (Exceptions: All female Units, ASPC-Tucson Minors Unit and ASPC-Eyman Condemned Row and maximum custody units).


CHARLES L. RYAN
DIRECTOR

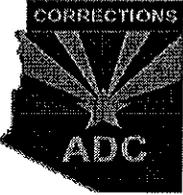
 <p>ARIZONA DEPARTMENT OF CORRECTIONS</p> <p>DEPARTMENT ORDER MANUAL</p>	<p>CHAPTER: 800</p> <p>INMATE MANAGEMENT</p>	<p>OPR:</p> <p>OPS</p>
	<p>DEPARTMENT ORDER: 801</p> <p><i>INMATE CLASSIFICATION</i></p>	<p>SUPERSEDES:</p> <p>DO 801 (04/21/08) DI 272 (10/2/09)</p>
		<p>EFFECTIVE DATE:</p> <p>FEBRUARY 25, 2010</p>
		<p>REPLACEMENT PAGE REVISION DATE:</p> <p>NOVEMBER 5, 2011</p>

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PURPOSE

This Department Order outlines the inmate classification system and the process for the classifying of inmates according to their security risk. This process considers behavior and other objective factors that are available and relevant when assessing an inmate's institutional custody and internal risk level. The classification system is a component of the inmate's Corrections Plan.

PROCEDURES

801.01 CLASSIFICATION SYSTEM OVERVIEW

- 1.1 The classification system consists of:
 - 1.1.1 Custody Classification - Determining the custody level based on the risk the inmate presents to the public and staff, as well as the time remaining until the inmate is released.
 - 1.1.2 Internal Risk Level - Determining the internal risk level based on the risk the inmate presents to the public and staff and other inmates in order to assist in making decisions regarding housing and work assignments.
- 1.2 Each inmate shall be individually assessed to ensure that the inmate's classification is appropriate for the assigned custody and internal risk level.
- 1.3 Inmates shall be initially classified at Department Intake and Reception Centers.
- 1.4 The Correctional Officer III (CO III) or Correctional Officer IV (CO IV) shall:
 - 1.4.1 Complete the initial classification and reclassification review assessments.
 - 1.4.2 Recommend the custody level, internal risk level, institutional assignment and release credits earning class.
- 1.5 The Deputy Warden or designee shall review and approve or deny the CO III or CO IV recommendations. The Deputy Warden or designee's decision is final with the exception of:
 - 1.5.1 Custody overrides and/or placement in maximum custody.
 - 1.5.2 Decisions independently initiated and finalized by Central Office Classification.
 - 1.5.3 Removal of an inmate from maximum custody placement.
 - 1.5.4 Institutional assignment.
- 1.6 Inmates shall not reduce below the custody assigned at initial classification for at least six months. Thereafter, an inmate's classification status shall be reviewed as events occur that will change the inmate's custody level (event driven), with the exception of overrides and maximum custody. See section 801.05 and 801.10 of this Department Order for additional information on overrides and maximum custody time requirements.
- 1.7 There is no process for inmates to appeal the initial/reclassification decisions or institutional assignment except for inmates classified for placement at a maximum custody institution. An inmate may appeal placement in a maximum custody institution for the following:

- 1.2.2 Managed separately where controlled movement exists to the extent that inmates do not have any access to each other. See the Classification Technical Manual for Institutional Limitations on DNHWS.
- 1.3 The Deputy Warden/Administrator shall:
 - 1.3.1 Ensure DNHWS offenders are not housed in the same cell.
 - 1.3.2 Take reasonable measures so the inmates who cannot be housed together do not participate in any institutional activities together.
 - 1.3.3 Ensure DNHWS offenders are transported separately.
- 1.4 The inmate's DNHWS list shall be reviewed at each classification review to verify that the DNHWS listed shall be continued or removed. The review shall be conducted at the inmate's classification review date, and documented on the AIMS DT08 10 Classification screen.
- 1.5 The DNHWS verification process shall include a review of the inmates' Master Record and AIMS files to ascertain if there are any inmate reports, Information Reports, CIU/SSU reports, other confidential reports or any other documents that substantiates the need for a DNHWS annotation.
- 1.6 If an inmate's file does not contain any information concerning a listed DNHWS, but there are references to reports or report numbers that the information may be included in CIU/SSU reports, the CO III or CO IV shall:
 - 1.6.1 Submit a written request through the Deputy Warden or designee to the institution CIU/SSU for a search to be conducted to obtain the necessary reports and/or information.
 - 1.6.2 Contact the Inspector General Bureau and the CIU/SSU offices in other institutions to obtain existing information.
- 1.7 The results of the Unit CO III or CO IV, CIU investigation shall be forwarded to the Deputy Warden or designee who shall determine the validity/necessity of the listed DNHWS inmates.
- 1.8 The Deputy Warden or designee shall:
 - 1.8.1 Submit a memorandum to the Protective Segregation Administrator or to Central Office Classification depending on the application.
 - 1.8.2 Include all supporting documentation establishing the validity or the invalidity of the DNHWS entry.
 - 1.8.3 Request to continue to list an inmate as a DNHWS or that an inmate be removed from the DNHWS screen. Documentation shall consist of:
 - 1.8.3.1 A detailed explanation of the reasons or circumstances requiring the inmate to be listed on the DNHWS screen.
 - 1.8.3.2 A complete explanation of why the inmates are not currently, nor should be in the future considered a risk to each other.
 - 1.8.3.3 A direct threat to the inmate shall be established in order for a DNHWS addition to be considered or continued.

- 1.8.3.4 A description of the steps taken, such as what actions were taken to determine that the information provided in the first two steps is accurate.
- 1.8.3.5 Inmates found guilty of disciplinary violations for fighting or assault shall be reviewed for additional DNHW. If a DNHW is not considered, a memo shall be submitted stating "not considered" with supporting documentation, such as letters from the involved inmates that they will not have future issues with each other and that they can be housed together on the same unit.
- 1.9 The Protective Segregation Administrator, or the Classification Administrator or designee shall review all DNHW requests and memorandums. Requests and memorandums submitted without the proper documentation for verification shall be returned to the sender for supporting documentation.
- 1.10 The Protective Segregation Administrator or the Classification Administrator, depending on the application, shall be the final approving authority on all removals and additions.
- 1.11 Central Office Classification staff shall add and remove names to the DNHW DI37 AIMS screen based on the documentation provided by the institution Deputy Warden or designee. The Protective Segregation staff shall make the required entries on DNHW screen as part of the protective segregation process.
- 1.12 The AIMS DI37 0 DNHW screen shall be used to identify those inmates who have been verified as having legitimate housing issues and cannot be housed together.
- 1.13 The AIMS DI37 4 DNHW screen shall be used for:
 - 1.13.1 Those inmates who are currently listed on the DNHW screen and through investigation have been determined to pose no current housing issue.
 - 1.13.2 Removal of deceased inmates.
 - 1.13.3 A historical record for those offenders who have made claims regarding alleged housing issues.
- 1.14 Inmates shall be reviewed upon arrival at the Departments Intake and Reception Centers and at each annual classification review for any siblings and/or parental relationships currently in the Department system. Siblings or those having a parent/child relationship shall not be housed at the same unit regardless of the number of DNHW inmates allowed, unless there are no other housing options available. (Exceptions: All female Units, ASPC-Tucson Minors Unit and ASPC-Eyman Condemned Row and maximum custody units).
 - 1.14.1 Once verified, an entry shall be entered for any sibling or parent/child relationships, including exceptions on the AIMS DI37 DNHW screen.

IMPLEMENTATION

The Division Director for Offender Operations shall maintain the 801-T-OPS, Inmate Classification Technical Manual that provides specific direction and criteria for all custody classification actions and related functions. The Inmate Custody manual shall, at a minimum:

- Include specific direction for completing and distributing forms associated with the classification system including forms developed to address processes outlined in the manual.