

TOHONO O'ODHAM	CHAPTER:	NUMBER:
NATION	General Orders	II-G
	SUBJECT:	
	General Inmate Classification	
	AREAS OF RESPONSIBILITY:	EFFECTIVE:
CORRECTIONS	Tohono O'odham Nation Corrections Facility	

I. POLICY:

Initial Classification procedures have been designed to provide the intake personnel with an initial classification process. This process will assist them in identifying and making decisions regarding the initial and immediate custodial management and treatment needs of inmates admitted to the TOCF. The purpose of the process is to provide safe and secure temporary housing and to identify any emergency needs.

II. REFERENCES:

ACA Standards: 4-ALDF-2A-16, 4-ALDF-2A-21, 4-ALDF-2A-25, 4-ALDF-2A-30, 4-ALDF-2A-31, 4-ALDF-2A-36, 4-ALDF-2A-44, 4-ALDF-2A-45, 4-ALDF-2A-46, 4-ALDF-2A-47, 4-ALDF-2A-49, 4-ALDF-2A-51, 4-ALDF-2A-52, 4-ALDF-2A-55, 4-ALDF-2A-56, 4-ALDF-4C-01, 4-ALDF-4D-22-3, 4-ALDF-4D-22-4, 4-ALDF-4D-22-6

III. APPLICABILITY:

This order applies to all TOCF personnel.

IV. DEFINITIONS:

CHR – Criminal History Report

Initial classification -- Is the initial assessment/screening process at intake/booking to determine temporary cell assignment, level of supervision, security precautions, and emergency medical or mental health needs. The booking officer will complete the initial intake questionnaire, place a copy in the Specialist's box for review, and place a copy in the inmate Corrections file.

Primary Classification -- Is the process of providing fair and consistent guidelines in determining inmate security designations, housing assignments, programs, and treatment services. This process will be administered after the inmate's initial appearance with the courts. The Corrections Specialist will meet with the new detainee and go through a series of questions on the risk assessment form; the Specialist will conduct a visual assessment as well. The inmate's institutional score will be determined by a point system consisting of -32 through 39, considering medical needs, and past criminal history. Also, at this time, a CHR will be run and an inmate orientation conducted using the Inmate Handbook.

Classification Review -- Is the process of periodically reviewing the appropriateness of an inmate's security/custody level, or as a result of disciplinary action, at sentencing, new offense(s), other new pertinent information, a change in mental health, program, work record, or by staff request.

Override -- Is the option of changing the normal objective classification decision path due to mitigating or subjective circumstances as determined appropriate by the classification staff, Shift Commander or Corrections Administrator.

Reclassification -- Is the process of changing an inmate's classification designation as a result of a classification review.

Initial housing assignment -- (temporary) is placement of the inmate that is intended to aid in the initial decision of the temporary cell assignment upon reception at the intake/pre-bond stage.

V. PROCEDURES:

Classification program shall consist of but not be limited to:

- A. Provide fair and consistent guidelines in areas of security levels, treatment, and program services.
- B. Ensure that such decisions are made to the benefit of both the facility and the inmate, and to ensure that proper documentation is maintained regarding such decisions.
- C. Managed Classification information in a fashion that allows monitoring and evaluation of security, facility programs, and planning needs.

The classification/assessment system shall consist of but not be limited to:

- A. Assist in the confinement needs of this facility and inmates for their protection, the safety of other inmates, to prevent escape, and to protect the public.
- B. The risk and needs of each newly admitted inmate shall be assessed and addressed individually, and shall be based on objective and identifiable criteria which provides for placement of the inmate in the least restrictive housing compatible with his/her assessed risks and needs.

NOTE: Maximum Security, High Observation, Medical Isolation, and other restrictive housing can be used based up classification and housing needs.

- A. Inmates shall not be classified based on lack of space availability in an appropriate housing assignment.
- B. Classification procedures shall be administered equitably and consistently, without discrimination based upon physical or mental handicap, or national origin.
- C. A classification file shall be maintained for each inmate.

- D. All inmate classification files shall be kept in a locked filing cabinet that contains all available information concerning the following:
 - a. Current offense
 - b. Prior offense(s)
 - c. Past and present institutional records
 - d. Complete disciplinary history
 - e. Any history of medical or mental health condition that requires special housing considerations
 - f. Copies of filed grievances
 - g. Criminal History Report (CHR).

The intake classification system shall consist of but not be limited to:

- A. During initial intake, the intake personnel will conduct a medical assessment and make the appropriate contacts according to the assessment.
- B. Intake personnel will note any physical or mental health needs associated with the inmate, advise the shift supervisor, and take appropriate measures to house the inmate according to the assessment.
- C. In the event an inmate comes in on the basis of a suicide attempt, or is claiming to be suicidal the following will occur:
 - a. The intake personnel will notify the shift supervisor.
 - b. The intake personnel will contact Indian Health Service/Behavior Health to make an assessment on the level in which the inmate will be monitored.
 - c. The inmate will be escorted by a Corrections Officer and placed in a High Observation, and if appropriate, all clothing will be removed.
 - d. The inmate will be given a security gown and a mat.
 - e. A suicide log will be initiated until the inmate is off suicide watch and documented on Spillman.
 - f. All Arresting or Transporting Officers will be required to fill out the New Arrestee Questionnaire prior to booking.
- D. The intake escorting Corrections Officer will take into consideration current charges, legal status, current physical/mental health, medical condition, predatory risk, etc. in determining appropriate short-term housing placement.
- E. The inmate will be moved from the pre-classification cell once they have attended their initial court hearing and after their primary classification interview.

Inmate classification procedures shall consist of but not be limited to:

- A. Primary Classification of an inmate will occur prior to an inmate being moved to the general housing areas of the Corrections Department. This classification will be the lowest security level necessary while ensuring staff, inmate, and community safety. The primary classification instrument and process provides fair and consistent guidelines in determining inmate assignments to housing areas, security levels, programs, and treatment services. Classification assures that decisions are made to the mutual benefit of both the inmate and the facility, and further ensures that proper documentation is maintained regarding such decisions.

- B. The Primary Classification Interview will be conducted by the Corrections Specialist for the purpose of determining the security level and the general housing assignment consistent with the designated security level.
- C. The Specialist will conduct a series of questions from the risk assessment program; refer to the initial assessment questionnaire and officer observation based on medical/mental needs in determining the proper housing assignment. At this time, a CHR will be requested and utilized at this step of the process.

Inmate classification assessment shall consist of but not be limited to:

- A. **PAST CRIMINAL HISTORY** – Does the inmate have a conviction history of one or more offenses within the past five (5) years of street time? What was the severity of the offenses committed? Did the inmate serve time in any State or Federal Institution, or surrounding county corrections facility? Is there a current charge, or prior record of an escape or attempted escape from a secure correctional facility? If there is a record of a walk-away from a non-secure facility or court-ordered program such as a halfway house, work release center, or residential program, circumstances of the “walk-away” should be reviewed on a case-by-case basis. If it is felt that the circumstances surrounding the walk-away warrants an escape security concern, use the override option documenting your reason for the concern and assign the appropriate security/custody level.
- B. **HIGH-RISK** – Is a security status identifying an inmate as being a grave threat to him/herself (suicidal), staff, fellow inmates, or the community. As a result of a high-risk designation, a special high visibility or isolation placement may be warranted. Proper documentation will be initiated with the specific reason for the high-risk classification.
- C. **SPECIAL CONDITIONS** – Is a status identifying an inmate as having a need or condition that requires special attention, such as a physical or mental handicap, diet restriction, and alcohol or drug withdrawal. If a special condition exists, note the specifics of the special condition and make a proper housing assignment to meet the needs of the inmate. The special condition may warrant an override depending on the inmate’s initial risk assessment score.
- D. **GENERAL HOUSING ASSIGNMENT** – Includes inmates with designated scores of 13 – 39, who are compatible with all other assigned inmates, and have no restrictions. These inmates will be assigned to a general housing unit. Inmates must display a cooperative attitude toward the staff and obey the rules and regulations of the facility in order to maintain this custody level.
- E. **CLASSIFICATION FILES** – The Classification files will consist of the initial risk assessment questionnaire, a printout of the primary risk assessment questionnaire, any disciplinary action, any documented information of past criminal history or institutional behavior, and medical or mental needs. The files will also maintain any correspondence by inmates in regards to their classification status. The files will be maintained by the Corrections Specialist and secured in a locked filing cabinet. All files will remain in the Corrections Specialist’s office. The following designated personnel will have access to the files: Corrections Specialist, Programs Sergeant, Corrections Sergeant, Corrections Administrator, and Chief of Police.

Primary Classification Interview shall consist of but not be limited to:

- A. Treat all inmates in a fair and consistent manner.
- B. Explain the reason for the Classification Process.
- C. Conduct Inmate Orientation using the Inmate Handbook, and be willing to answer questions concerning rules and regulations.
- D. Process inmate personal information with a reasonable degree of confidentiality.
- E. Thoroughly and accurately, complete the primary classification form and distribute copies as required.

Classification review procedures shall consist of but not be limited to:

- A. All inmates in the TOCF will have the opportunity to request a review of their classification assignment within ten (10) days of the original Primary Classification decision.
- B. A periodic classification review process will be established and maintained.
- C. Any inmate who so desires may request a review of his classification assignment within ten (10) days of the Primary Classification or re-classification to the Classification Department.
- D. Upon receipt of the appeal notice, the classification will be:
 - a. Reviewed by the Corrections Specialist who conducted the original Primary Classification Interview
 - b. Reviewed by Classification Sergeant and/or
 - c. Reviewed by the Corrections Administrator.
- E. Upon completion of a classification review at any of the levels, the review and the results of the review shall be documented and attached to the original classification form. The inmate will be notified of the decision in writing.

RECLASSIFICATION PROCEDURE**Reclassification** procedures shall consist of but not be limited to:

- A. All inmates will be reviewed as needed from their primary classification interview. At this time, a review of the inmate's behavior and treatment or programs that the inmate is involved in may warrant an adjustment to the inmate's previous score.
- B. It may become necessary to reclassify an inmate due to a disciplinary infraction, change in their legal status, or medical or mental health status. Staff may also request that an inmate be reclassified due aggravating circumstances.
- C. When conducting the classification review it is determined that the current classification is still appropriate, simply record the date, time, and name of the Corrections Specialist conducting the classification review and indicate "no change" in current classification level.
- D. Any inmate who scores a classification of below 18 and is requesting to do Community Service will undergo reclassification in 60 days. The Classification Officer will make his/her decision based on current charges, past history, etc.

Program Eligibility and participation procedures shall consist of but not be limited to:

- A. An inmate may be referred to in-house programs as a result of an interview with the Corrections Specialist and subsequent recommendation.
- B. A direct recommendation may be made based upon the Primary Classification Interview should the Corrections Specialist immediately identify any outstanding needs.
- C. Any Corrections Officer may make a program recommendation during an inmate's stay in the facility should a need be identified at a time after the classification process has been completed.
- D. Program instructors will be notified of all approved inmates for program participation. A list of participants may be provided if requested by the program instructor.

PROGRAM OPTIONS

Program eligibility by levels of security shall consist of but not be limited to:

NOTE: Eligibility for certain inmate programs is restricted by the degree of the assigned security level. Programming which may be available, and is assessed based in need and levels of security.

- A. **High** – No out of cell in-house group participation. May have one-on-one counseling, security permitting or as defined in the Behavioral Contract.
- B. **Special Conditions & High Risk** – Program availability is determined by the assigned security level restriction and by case-by-case circumstances.
- C. **Medium** – May participate in all inside Corrections programs and inside/outside recreation activity. May be considered for an Inside Inmate Worker per department guidelines.
- D. **Minimum** – May participate as helpers both inside and outside, work and school release, residential treatment programs, and all inside Corrections education and treatment programs. May be considered for all alternatives to incarceration (early release) programs.
- E. **Programs Services** – Shall be any area identified by the Corrections Administrator and Corrections staff. This may include but is not limited to:
 - a. Program Orientation
 - b. Educational
 - c. Religion
 - d. Alcohol/Substance Abuse Counseling
 - e. Work/Educational Release
 - f. Community Service
 - g. Employment Skills
 - h. Vocational Training

ADMINISTRATIVE SEGREGATION: See General Orders Subject - Inmate Segregation
PREDISCIPLINARY SEGREGATION: See General Orders Subject - Inmate Disciplinary Process
DISCIPLINARY SEGREGATION: See General Orders Subject- Inmate Disciplinary Process

VI. FORMS:

New Arrestee Questionnaire

VII. ATTACHMENTS:

EFFECTIVE DATE:

REVIEW/REVISE DATE:

Tohono O'odham Nation Corrections
New Arrestee Questionnaire from Arresting Officer

1. During time of arrest did the arrestee show any sign of suicidal behavior or demonstrate any suicidal attempts? If yes, explain below.

YES

NO

2. Did the arrestee state any suicidal comments? If yes, explain below.

YES

NO

3. Did the arrestee's family members note any suicidal comments? If yes, explain below.

YES

NO

4. Has the arrestee shown any escape potential or property towards violent behavior? If yes, explain below.

YES

NO

5. Do you have any other information concerning this arrestee? If yes, explain below.

YES

NO

6. Was the arrestee intoxicated at the time of arrest? If yes, explain below.

YES

NO

7. Is the arrestee diabetic? Do they take medication? If yes to either question, explain below.

YES

NO

8. Does the arrestee suffer from seizures? If yes, explain below.

YES

NO

Comments: _____

Arrestee Name: _____

Date/Time: _____

Arresting/Transporting Officer Name/Badge Number: _____

TOHONO O'ODHAM	CHAPTER:	NUMBER:
NATION	General Orders	III-G
	SUBJECT:	
	Intake Screening and Processing	
	AREAS OF RESPONSIBILITY:	EFFECTIVE:
CORRECTIONS	Tohono O'odham Nation Corrections Facility	

I. POLICY:

The purpose of the Tohono O'odham Nation Corrections Facility (TOCF) Intake policy is to ensure the use of a systematic process to admit a prisoner into the TOCF to help give safety and security of all individuals involved in the Intake process. This process will assist Corrections personnel in identifying and making decisions regarding the initial and immediate custodial management and treatment needs of inmates admitted to the TOCF.

II. REFERENCES:

ACA Standards: 4-ALDF-2A-16; 4-ALDF-2A-19; 4-ALDF-2A-20; 4-ALDF-2A-21; 4-ALDF-2A-22; 4-ALDF-2A-23; 4-ALDF-2A-24; 4-ALDF-2A-25; 4-ALDF-2A-26; 4-ALDF-2A-27; 4-ALDF-2A-28; 4-ALDF-2A-29; 4-ALDF-2A-30; 4-ALDF-2A-32; 4-ALDF-2A-33; 4-ALDF-4C-01; 4-ALDF-4D-13; 4-ALDF-6A-05; 4-ALDF-7D-19

III. APPLICABILITY:

This general order applies to all Corrections personnel within the TOCF.

IV. DEFINITIONS:

Walk-in -- an individual turns them self into the custody of the Corrections Facility due to a court order.

AFIS – Automated Fingerprint Identification System.

Depository safe – A safe or vault that allows an item to be put inside without a key, however to retrieve the item two (2) keys are needed.

V. PROCEDURES:

Pre-admission intake procedures shall consist of but not be limited to:

NOTE: The Correction Facility will not accept custody of an inmate from an arresting or delivering officer until pre-admission procedures are fulfilled. The procedures shall ensure that:

- A. Correction staff conducting the intake process will remain vigilant in identifying the inmate has no serious illness or injury requiring immediate medical attention.
- B. A Medical clearance will be provided for every inmate that is brought into the facility and will be provided by the Police Officer.
- C. Inmates will be kept separate from the general population during the admission process.
- D. Appropriate levels of security will be maintained during the intake process.

Intake procedures shall consist of but not be limited to:

NOTE: All procedures apply to incoming inmates from outer facilities as well.

- A. Intake Personnel receiving an inmate will be responsible for any preparation necessary for arrival, including securing the intake area or providing assistance if needed.
- B. Verifying legality of Commitment Documents.
- C. All new inmates will be processed in the intake area through the sallyport with the exception of Court arrests.
- D. Walk-ins will be escorted by a Corrections Officer to Intake.
- E. Intake Personnel will ensure that the delivering officer secures his weapon/s in the officer's vehicle or the Weapon Lockers provided prior to entering the TOCF.
- F. Intake Personnel will make an initial evaluation of the inmate upon the inmate's entry and evaluate the inmate's hostility, and if necessary, request additional staff to assist in restraining them.
- G. Fingerprint the inmate utilizing the AFIS machine.
- H. Intake Personnel will inventory the inmate's property (*Reference: III-H, General Order-- - Inmate Property, "New Arrestee Property"*).
- I. The inmate will only be allowed to retain the following:
 - a. Undergarments.
 - b. Plain white t-shirts.
 - c. Prescription eyeglasses.
 - d. Medical alert bracelet.
 - e. Wedding band.

NOTE: All other items will be retained by the Intake Personnel and placed in the inmate's property bag and/or a Corrections safe.

- J. Any weapons or unacceptable items will be returned to the arresting officer prior to accepting the custody of the inmate. (*Reference: III-H, General Order--- Inmate Property*)
- K. All inmate money (funds) will be placed in a secure evidence bag and put into the depository safe.

NOTE: Money associated with a criminal offense is considered evidence and will be handed over to the arresting Police Officer and at no time will the TOCF store criminal evidence.

- L. All property will be logged into the Spillman system and a receipt will be printed and signed. If the inmate refuses to sign the Inventory Sheet the Corrections Officer will annotate on the form "refused, uncooperative, fighting" etc., and have a second Corrections Officer place their initials and badge number on the form(s) verifying the

- money amount and the circumstances surrounding the inmate's refusal to sign.
- M. Intake personnel will verifying legality of Commitment Documents as well as ensure the following:
- a. Booking form completed
 - b. A Trial Record Entry (TRE) issued by the court for execution of sentence.
 - c. A summons and Complaint issued by the arresting officer
 - d. Warrants for Arrest Issued by judges
- N. The Police Officer will escort the inmate into the intake area.
- O. Central Control will call for a Corrections Officer to meet the Police Officer at intake.
- P. A Corrections Officer will conduct a pat search of the prisoner for weapons and contraband
- a. If illegal contraband is discovered during the pat search of the inmate it will be confiscated. The searching Corrections Officer will turn the contraband over to the arresting Police Officer. When authorized property is taken from an inmate it will be placed in their property bag, and receipts will not be necessary.
 - b. The Corrections Officer will complete an Incident Report documenting the circumstances surrounding the discovery of illegal contraband and its disposition. Instances of unauthorized contraband being taken from an inmate need not be documented.
 - c. Under no circumstances will officers flush, throw away, or destroy contraband.
 - d. If after completion of the pat search the officer has reasonable cause to believe the inmate may still be in possession of contraband which would threaten the safety, and security of the facility, a strip search is authorized.
- Q. After the search of the inmate is completed, intake personnel will then take the booking form, medical release, and new arrestee questionnaire which is required and continue to complete the intake process.

NOTE: A Corrections Officer must always be present during the intake processing of an inmate.

AT NO TIME WILL AN INMATE BE PLACED INTO THE TEMPORARY HOLDING CELL WITHOUT A CORRECTIONS OFFICER(S) BEING PRESENT. THE OFFICER WILL REMAIN PRESENT UNTIL THE INMATE IS RELOCATED.

- R. If the inmate's physical condition, mental condition or behavior prohibits the completion of the admission process, the following procedures will be completed:
- a. The Corrections Officer will place the inmate in a temporary holding cell after applying the necessary and/or appropriate restraints on him. The inmate will remain in the holding cell until his condition will allow an orderly process.
 - b. Intake personnel will complete the booking process using the Custody Sheet if inmate in non-compliant or unable to comply.
 - c. When the inmate is released from the cell the Corrections Officer will stand-by as the intake personnel complete the Profile Screen by asking the inmate pertinent questions.
 - d. Only the minimum force necessary will be used to restrain any inmate or accomplish any task. Any use of force will be documented by accomplishing an Incident Report.

- S. Intake personnel will interview the inmate to obtain the necessary intake data. This data will include, but will not be limited to, the following:
 - a. Name and aliases
 - b. Date of Birth
 - c. Place of Birth
 - d. Ethnicity
 - e. Current or last known address
 - f. Present or last known employer
 - g. Sex
 - h. Emergency Contact (name, relation, address, and telephone number)
 - i. Driver's License and Social Security Number
 - j. Additional information concerning special custody requirements, service needs and other identifying information such as birth marks and tattoos
 - k. Other Intake Data Required such as:
 - i. Picture taken and I.D. card printed
 - ii. Booking Number
 - iii. Dates of Confinement
 - iv. Name, Title, and signature of delivering Officer
 - v. Specific Charges
 - vi. Property and Money Inventory
- T. Intake personnel will construct an Inmate File and this file will contain the Booking Sheet, the personal Property Inventory, Medical Intake forms, Medical Clearance for incarceration, arresting Officer suicidal intake form, a photograph, and any other pertinent documents the Intake personnel may deem significant.
- U. Intake personnel will file the Inmate File in the Intake Records Section of Spillman.
- V. Initial Classification: (*Reference: II-G General Order--- General Inmate Classification*)
- W. Take pictures of the new inmate and place it into the inmate's file.
- X. An identification wrist band will be placed onto the inmate's left wrist.
- Y. Prior to transporting inmates to the housing units, the Intake Officer will dress them out. Dressing out consist of the following actions:
 - a. Have the inmates remove his clothing and change into the authorized clothing.
 - b. Secure the inmate's clothing in a property bag and then store it in the property room.
 - c. Strip search the inmate, if applicable and will be documented.
 - d. Issuing the inmate a clean uniform, shoes, toothbrush, toothpaste, soap, blanket, sheets, mattress and towel.

Courtesy Holds procedures shall consist of but not be limited to:

Only if confirmed by the Corrections Administrator and/or Assistant Corrections Administrator

Temporary Holds for FCI may be permitted with prior approval, however this applies to tribal only.

VI. FORMS: None.

VII. ATTACHMENTS: None.

EFFECTIVE DATE:

REVIEW/REVISE DATE: