	DEPARTMENT OF CORRECTIONS AND REHABILITATION CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: COR.18.03
		SUPERSEDES (Policy No. & Date): COR.18.03 of November 03, 2023	
	SUBJECT: INMATE CLASSIFICATION AND FACILITY ASSIGNMENT		Page 1 of 5

1.0 PURPOSE

Establish a uniform procedure for designating classification levels and institutional placements for all committed prison inmates.

2.0 SCOPE

This policy shall apply to all correctional and contracted facilities and the personnel authorized to work there. To the extent any individual facility's policy conflicts with the statewide policy, the statewide policy shall control.

3.0 REFERENCES, DEFINITIONS AND FORMS

.1 References

- a. Department of Corrections and Rehabilitation (DCR), Classification Coding Instructions Manual (Revised 2016).
- b. DCR, Policy and Procedures (P&P), COR.11.01, Administrative Segregation and Disciplinary Segregation.
- c. DCR, P&P, COR. TBD, Reception, Assessment, and Diagnostic (RAD)
- d. DCR, P&P, COR.18.04, Reclassification of Prison Inmates.
- e. DCR, P&P, COR.18.07, Exception Case.

.2 Definitions

- a. **Adjustment Committee:** A Committee of 1-3 staff members, depending on the size of the facility, who convene following a misconduct investigation. The Committee member(s) review the evidence, and listen to witnesses and the accused to determine guilt or innocence.
- b. **Administrative Segregation:** Temporary separation of inmate(s) from the general population when continued presence is an immediate threat to the safety of self or others or jeopardizes the good government of the facility and/or community.

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- c. **Adverse Classification Action:** An increase in custody involving one (1) or more steps to provide a more restrictive setting, often as a result of a misconduct or change in sentencing status.
- d. **Classification Committee:** A Committee of 1-3 staff members convened to make recommendations on all proposed institutional classification actions, including those resulting from an Adjustment Committee Hearing.
- e. **Custody Level Designation:** Identifies the degree of physical control, direct staff supervision, and the types of programs the inmate will be authorized to access. A single facility may have more than one (1) level of custody within its perimeter: a) Maximum, b) Close, c) Medium, d) Minimum, and e) Community.
- f. **Disciplinary Segregation:** Segregated housing where an inmate may be temporarily placed that is apart from the general population. Typically follows the adjudication of a misconduct by the Adjustment Committee. This may include the loss of certain privileges consistent with COR.11.01 or as authorized by the Warden.
- g. **Jail Inmate:** An individual who is convicted of a crime and committed by the Courts to the DCR for a period of up to 12 months (this includes probation violators awaiting violation hearings, pretrial detainees and Federal/other State holds).
- h. **Jail Inmate Custody Review Instrument:** A tool used to record all actions that affect a jail inmate's custody designation (this includes a change in legal status, adjudicated misconduct, or new information – detainer, Federal/or State hold, etc.).
- i. **Level of Service Inventory–Revised (LSI-R):** A predictive risk and needs scale that assesses an inmate's propensity for further unlawful and rule-violating behavior based on criminal history and dynamic risk factors.
- j. **Prison Inmate:** Any individual who is convicted of a crime and sentenced by the courts for a period of MORE THAN ONE (1) YEAR (this includes anyone that has been SENTENCED to a CONSECUTIVE term TOTALLING more than one (1) year combined) and parole violators returned to custody.

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- k. Prison Reclassification Instrument – A tool used to record adjustments toward an inmate’s custody designation that either follows the outcome of a misconduct(s) or involves new information received.
- l. Reception, Assessment, Diagnostic (RAD) – A separate unit that temporarily houses or a process by which all newly admitted, sentenced felons go through for evaluation to determine initial programming and custody designation, using tools such as the LSI-R, ASUS, PSI, and any other relevant sources.
- m. Sex Offender Custody Level Review (SOCLR): A tool that is used to review a sex offender’s recommended custody designation, completed by the Sex Offender Program Manager (SOPM).

.2 Forms

- a. DCR 8701 – Notice of Programming.
- b. DCR 8702 – Administrative Program Action (APA)
- c. DCR 8732 – Prescriptive Plan Update (PPU)
- d. DCR 8760 – Sex Offender Custody Level Review (SOCLR)

4.0 POLICY

- .1 The DCR shall provide a systematic and objective evaluation of prison inmates to determine appropriate facility placement.
- .2 Wardens shall be responsible for administering the Inmate Classification and Facility Assignment policy and procedures.
- .3 Wardens shall ensure that staff administers the Inmate Classification and Facility Assignment policy, completing classifications and determining housing assignments of inmates, at the least restrictive levels.

5.0 PROCEDURES

- .1 Newly sentenced male prison inmates, upon admittance, shall be assigned to/housed in the Reception Assessment and Diagnostic (RAD) Unit at Halawa Correctional Facility.

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- .2 Newly sentenced female prison inmates, upon admittance, shall go through a Reception, Assessment, and Diagnostic (RAD) process at the Women's Community Correctional Center (WCCC).
- .3 Completed assessments shall assign/house each inmate in the least restrictive environment required based on the risk the offender presents to the community and others while in custody.
- .4 Inmates with a disability, in accordance with DCR, P&P, COR.14.27, Inmates with Disabilities, shall be provided with approved reasonable modifications, auxiliary aids or services, and removal of architectural, communication, or transportation barriers. Documentation of all actions shall be written into the Initial Classification Instrument under Section 10, Special Issues, Medical/Physical Problem, and all prescriptive plans.
- .5 Sentenced male inmates with "maximum" custody designations shall be housed at the Halawa Correctional Facility (HCF) maximum-security unit.
- .6 Sentenced female inmates designated "maximum" shall be housed in the segregation unit at WCCC, in accordance with DCR, P&P, COR.11.01, Administrative Segregation, and Disciplinary Segregation.
- .7 Inmates with pending charges listed under "Greatest" or "High" on the Severity of Offense Scale shall be assigned no lower than Medium custody until a judgment has been rendered.
- .8 Each inmate shall have their RAD Assessment process completed no later than 60 days from admission. A copy of the completed RAD "packet" shall be uploaded into the DCR Offender online system.
- .9 If all required RAD documents are not received within the time frame allocated to complete the RAD process, inmates shall be given an initial classification of "medium." When documents are received, staff may reassess the inmate to determine if another custody level designation is more appropriate.

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APPROVAL RECOMMENDED:



Deputy Director for Corrections **JAN 0 1 2024**
Date

APPROVED:



DIRECTOR **JAN 0 1 2024**
Date

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**STATE OF HAWAII
DEPARTMENT OF CORRECTIONS AND REHABILITATION**

PRESCRIPTIVE PLAN UPDATE # _____

(Name of Facility)
(Complete Address)

NAME:

DATE:

SID:

PAROLE ELIGIBILITY DATE:

CUSTODY LEVEL:

<u>Circuit</u>	<u>Criminal Number</u>	<u>Offense</u>	<u>Minimum Term/Expiration</u>	<u>Maximum Term/Expiration</u>
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PREVIOUS INITIAL/PRESCRIPTIVE PLAN RECOMMENDATIONS:

- 1.
- 2.
- 3.
- 4.

ADDITIONAL GOALS IDENTIFIED:

- 1.
- 2.
- 3.

FINANCIAL STATUS:

Restricted Account Balance: \$-	_____	Restitution Amount Paid: \$-	_____
Spendable Account Balance: \$-	_____	Restitution Amount Owed: \$-	_____
Total: \$-	_____	Restitution Amount Balance: \$-	_____

Prescriptive Plan Update #: _____

Name:

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MISCONDUCTS: (Guilty)

<u>DATE</u>	<u>CATEGORY</u>	<u>DESCRIPTION</u>
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INMATE HAS A DISABILITY: NO _____ YES _____

[Explain any issue that may inhibit their ability to participate in recommended programming or any disabilities that require accommodations (Example: Inmate is deaf or hard of hearing and requires a sign language interpreter, inmate has low vision and requires large print, inmate has mobility disability that prevents him from performing manual labor, etc.)]:

INSTITUTIONAL BEHAVIOR/ADJUSTMENTS:

PAROLE PLAN:

COMMENTS/SUMMARY (historical assessment):

CLASSIFICATION COMMITTEE MEMBERS:

Completed by: _____
Case Manager



SEX OFFENDER CUSTODY LEVEL REVIEW

INMATE'S NAME: _____
(Last) (First) (Middle Name or Initial)

INMATE'S ID: _____ DOB: _____
(SID # / SS #) (Date of Birth)

PED/EPH: _____ TODAY'S DATE: _____
(Parole Eligibility Date/Early Parole Hearing)

1. The inmate is incarcerated at:
 Halawa Correctional Facility Other _____
Case Manager _____
2. In which Circuit was the inmate sentenced?
 First, Oahu Third, Hawaii
 Second, Maui Fifth, Kauai
3. Is inmate currently incarcerated because of a conviction for sexual offense?
 Yes. CR# _____ Charge: _____
 No. If not a sexual offense, on what charge is inmate convicted? CR# _____
Charge: _____
4. If inmate is NOT convicted for a sexual offense, he/she may qualify as a sex offender because of a:
 Instant offense sexually motivated.
 Prior sex offense conviction as an adult.
 Prior sex charge as an adult.
 Prior sex charge as a juvenile.
 Other: _____
5. Noteworthy factors include any history or incidents during incarceration of: (all that apply)
 Substance abuse, dirty UAs.
 Pornography in cell, seeks subscription to erotica.
 Violence/threats/attacks on ACO's, staff, or inmates.
 Health problems that hinder work.
 Poor performance on work details, firings, quitting.
 Deviant sexual behavior/proposition to staff or inmates.
 Non-compliance with programs, educational goals.
 Escapes (including attempts).
 Other: _____
6. Does offender refuse to participate in SOTP or deny he/she needs further treatment?
 Yes No
7. Comments

SOTP Administrator's Recommendation
 Medium
 Minimum
 Community

SOTP Administrator's Signature

Date