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SHERIFF

ISSUE: 22-04

TRAINING BULLETIN

DATE: February 2, 2022

CLASSIFICATION INFORMATION

To make the best possible classification decision on an inmate after an incident, the Classification Unit relies both on information given to them from security staff and a review of an inmate's in-custody history. Some of the facts that are considered in an inmate's classification decision are the current incident, charges, gang affiliation, their sexual orientation, bail amount, incident history, past classifications, and behavioral health.

The purpose of this training bulletin is to train security staff on the following:

- Gathering the facts of the incident
- Reporting important elements of the incident to the Classification Unit
- **Interview the Inmate(s) Involved**
 - Interview all inmates involved in the incident. Make sure you know the facts of the incident and what classification determination (Administrative Segregation, Protective Custody, etc.) the inmate is requesting.
 - Ask the inmate if they need to have a "Keep Away" placed between themselves and another inmate or a gang. Note that a "Keep Away" is not necessary in every incident but is necessary in instances of an assault or if the inmate is requesting it.
- **Gather the Inmate's Information**
 - Make sure you have the names, booking numbers and LAR numbers of the inmates involved in the incident.
- **Report to Classification**
 - Report to the Classification deputy an overview of all the key factors of the incident, primarily, what happened and each inmate's role in the incident.
 - Remember that all movements need to have an incident linked to them. Be sure to include the details provided to the Classification deputy justifying the movement (classification change, keep away, etc.) in the report.

- Provide the Classification deputy with the name of the deputy who will be writing the report and the report number so it can be referenced in the classification comments.
- Ensure all proper CJIS codes are entered in the CJIS incident report

NOTE: Per Title 15 and DBP&P K-400, there are numerous factors that need to be met before an inmate can be considered for Administrative Segregation. At no time will Administrative Segregation be used as a form of punishment. Classification staff will review the incident and determine whether an inmate meets the criteria for an Administrative Segregation reclassification.

IMPORTANT

Please [SIGN IN](#) to acknowledge your reading after reviewing the Training Bulletin

22-04 CLASSIFICATION INFORMATION

I have read and understand Training Bulletin 22-04 Classification Information dated February 2, 2022.

Signature: _____ Date: _____

Printed Name: _____ CAD ID #: _____