



DONNY YOUNGBLOOD
Sheriff-Coroner

1350 Norris Road, Bakersfield, California 93308-2231
Telephone (661) 391-7500

Kern County

SHERIFF

ISSUE: 23-14

TRAINING BULLETIN

DATE: February 23, 2023

Detentions Bureau Policy Update: K-100, K-200, K-300, K-400, and K-500

The changes listed below were made to the Detentions Bureau Policy and Procedure Manual and are effective as of February 23, 2023.

Policies are available in the official version of the Detentions Bureau Manual, which is located on the "Detentions Bureau" page of the SharePoint website. In accordance with DBPPM A-200 "Maintaining Bureau Policies", any printed copies of the manual will be maintained and updated from this source. The official Detentions Bureau Policy and Procedure Manual may be accessed by clicking on the link below:

<http://sharepoint/Detention/DetentionsBureauManual/default.aspx>

Please note: This update bulletin provides only a summation of the revisions to the listed policies. Please review the full policies to ensure that you are familiar with the changes.

Section K-100 – Classification General Policy

The following addition has been made:

Policy

The classification plan combines policies and procedures found in the "K" section of the Detentions Bureau Policy and Procedure Manual, the current housing plan, and directives by the section manager and unit supervisors.

The following deletion has been made:

Procedure A: Classification Records; the last bullet point has been removed.

Additionally, the Classification Sergeant will retain the incarcerated person record of any incarcerated person who:

- Has been accused of sexual abuse of another incarcerated person.

Section K-200 – Classification Unit Responsibility

The following additions and revisions have been made:

Procedure A: Duties and Responsibilities of Classification Deputies

Classification Deputies will:

- Share requested incarcerated persons information with the Department of State Hospitals;
- Provide necessary information as requested by the Risk Management Unit;
- Review and process California Department of Corrections and Rehabilitation holds as required.

Section K-300 – Classification Criteria

The following definition has been revised:

Administrative Separation: Is the separate and secure housing of an incarcerated person that shall not involve more deprivation of privileges than is necessary to protect incarcerated persons and staff, as described in Section K-400 of this manual.

The following additions have been made:

Directive #3

Incarcerated people who have been charged with PC 664/187, PC 187, or a high-profile case and are co-defendants will not be housed in the cell together without the Population Management Lieutenant's approval. If this is approved, notification and justification will be made via chain of command for the Chief Deputy for approval.

Procedure C: Classification Categories

Sexually Violent Predators (White Band with purple strips): An individual who has served their sentence for a sexual crime has been ordered by the court to remain in custody as a civil detainee pending behavioral health evaluation and treatment, as defined in Section C-2100 of this manual. Such individuals are booked under the following sections:

- Petition for continued involuntary treatment (PC 2970);
- Sexually Violent Predators (WI 6600).

Admission Evaluation Stabilization (AES) (Green Band and/or Green Band with Orange stripes): Green Wristbands are an indicator to tell the difference from other areas of custody and to remove the identifying classification wristband from other persons with a classification level 09. All AES incarcerated persons going on a transportation run (court, medical, etc.) must be treated as an administrative separated incarcerated person regardless of classification.

Section K-400 – Administrative Segregation

The following has been added:

Procedure A: Administrative Separation of Incarcerated Persons

- In the event of a conflict between the Shift Supervisor and the Classification Deputy the Population Management Lieutenant of his/her designee will be contacted to make the final determination of classifications status.
- Additional classification reviews will be handled per DBPPM K-500.

The following has been revised:

Procedure D: Compatible Administratively Separated Incarcerated Persons

- If the Classification Deputy determines the incarcerated persons are compatible, the Classification Deputy will note this in the comments section of the incarcerated person's JMS records and assign them appropriate housing. A Notation will include the circumstances leading to the consideration and criteria reviewed for housing together.
- Incarcerated people who have been charged with PC 664/187, PC 187, or a high-profile case and are co-defendants will not be housed in the same cell together without the approval of the Chief Deputy via chain of command.
- Incarcerated people who have been charged with PC 664/187, PC 187, or a high-profile case and are co-defendants will not be housed in the same cell together without the Population Management Lieutenant's approval. If this is approved, notification and justification will be made via chain of command for the Chief Deputy approval.

Section K-500 – Classification Reviews

The following has been removed:

The Classification Deputy will run the CJIS function IMDSPCLR on a daily basis.

The following has been revised:

Double check Keep Aways to be sure they are not housed in the same housing unit. Ensure the incarcerated person is housed correctly based on gang affiliation.

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE:	CLASSIFICATION GENERAL POLICY	K-100
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EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
July 07, 2014	02-23-23	02-23-23	02-23-23

APPROVED BY: Detentions Bureau Chief Deputy Erik Levig

REFERENCE: Title 15, Section 1050, C.C.R., PREA DOJ 115.41, 115.42, 115.62, 115.81

POLICY

The purpose of this procedure is to establish a uniform process for the classification of incarcerated people housed within the Kern County Sheriff's Office (KCSO) Detention facilities.

A successful classification plan provides a safe and secure custodial environment, protects incarcerated people and staff, and houses incarcerated people appropriately. Additionally, it ensures the safety and security of the individuals, property, and programs within the facilities.

The classification plan combines policies and procedures found in the "K" section of the Detentions Bureau Policy and Procedure Manual, the current housing plan, and directives by the section manager and unit supervisors.

The objective of the incarcerated person classification plan is to assess the risk criteria and custody requirements systematically and continually for all incarcerated people confined in the Sheriff's Detention facilities, including court holding facilities, temporary holding facilities, and Type I facilities under the control of the Sheriff.

Staff members assigned to a temporary holding facility, court holding facility, or Type I facility operated by the Sheriff, will adhere to the classification plan implemented by the Detentions Bureau Classification Unit. If the Classification Unit has not classified an incarcerated person held in one of these facilities, staff will house the incarcerated person appropriately, based on information received from the hazard screening process, PREA screening, arrest data and/or other available sources of information. The Classification Unit will forward any relevant information to the receiving facility.

Classification staff shall use information obtained during the PREA screening process to make individualized determinations about how to ensure the safety of each incarcerated person, and to make or recommend housing, bed, work, education, and program assignments with the goal of keeping separate those incarcerated people at high risk of being sexually victimized from those at high risk of being sexually abusive § 115.42(b).

Classification staff shall implement appropriate controls within their unit to ensure that sensitive information and responses pursuant to the PREA screening process is not exploited to the incarcerated person's detriment by staff or other incarcerated people § 115.41(i).

The classification of incarcerated people will be equitable and objective, without discrimination against individuals based on sex, gender identity or expression, race, color, creed, cultural background, physical disability, sexual orientation, or national origin. These factors can be considered when necessary to protect the safety of the incarcerated person, maintain racial balance in housing units, or for other purposes necessary for the security of the facility.

Classification assessments and housing decisions will be made based on factors including, but not limited to:

- Information obtained from the incarcerated person
- Medical and mental health issues
- An objective PREA screening process
- In-custody behavior / history
- Charges / sophistication of crime
- Escape history
- Information from other law enforcement agencies

Procedure A: Classification Records

An electronic classification record will be maintained in the Jail Management System (JMS) for each incarcerated person held in Sheriff's Detention facilities. Incarcerated persons classification records shall contain updated classification information and shall thoroughly record all classification related actions regarding the incarcerated person during the period of confinement. Classification records shall be retained for a minimum of five (5) years.

Additionally, the Classification Sergeant will retain the incarcerated person record of any incarcerated person who:

- Escaped from the custody of the Kern County Sheriff's Office or;
- Has been condemned to death and has been released to another agency or;
- Has been released and been designated by the Classification Sergeant as a special case whose file should be retained by classification;
- Has been accused of sexual abuse of another incarcerated person.

The Classification Sergeant will retain such files until the incarcerated person is returned to the custody of the Kern County Sheriff's Office, at that time the file will be returned to the facility at which the incarcerated person is housed.

All classification information is to be considered confidential and shall not be released outside of the Detentions Bureau, with the exception of other law enforcement or correctional agencies, who have received authorization from the Population Management Section Manager, Division Commander, or the Chief Deputy of the Detentions Bureau.

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE:	CLASSIFICATION UNIT RESPONSIBILITY	K-200
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EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
November 15, 1993	02-23-23	02-23-23	02-23-23

APPROVED BY: Detentions Bureau Chief Deputy Erik Levig

REFERENCE: PREA DOJ 115.41, 115.81, and DBPPM K-320

POLICY:

The Classification Unit will be responsible for managing incarcerated person population levels and determining appropriate housing for individual incarcerated people throughout the Detentions Bureau. Classification Deputies will coordinate incarcerated people movement between facilities and incarcerated person transfers to and from other agencies.

Procedure A: Duties and Responsibilities of Classification Deputies

Classification Deputies will:

- Classify all incoming incarcerated people and assign appropriate housing locations;
- Review incarcerated person classification status as required by state law, Title 15, PREA standards, and court decisions;
- Review classification of incarcerated people identified as being PREA at risk or abusive (based on information obtained during initial intake PREA screening, initial classification, or the result of in-custody incidents) prior to transfer between facilities;
- Ensure all PREA at risk and abusive incarcerated people are tracked to ensure safe housing movements and enable timely reviews;
- When needed, figure and re-figure sentence time on commitments that are not automatically calculated by the Jail Management System (JMS);

TITLE:	CLASSIFICATION UNIT RESPONSIBILITY	K-200
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- Notify the Special Investigations Division, or Department Intelligence Deputy, of gang intelligence or other information as needed;
- Notify the PREA Coordinator as needed;
- When appropriate, coordinate and share information with specialized units (e.g., special investigations division) within the department as well as other allied agencies;
- Share requested incarcerated persons information with the Department of State Hospitals;
- Provide necessary information as requested by the risk management unit;
- Notify Correctional Medical and/or Behavioral Health staff of any pertinent information received on incarcerated people;
- Review incarcerated persons classification appeals;
- Determine and coordinate the transfer of incarcerated people within the bureau.
- Manage incarcerated person population within the guidelines of the Section K-320 of this manual;
- Review and process California Department of Corrections and Rehabilitation holds as required;
- Maintain classification records as needed;
- Perform other duties as required.

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: CLASSIFICATION CRITERIA

K-300

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
November 11, 1993	02-23-23	02-23-23	02-23-23

APPROVED BY: Detentions Bureau Chief Deputy Erik Levig

REFERENCE: Title 15, Section 1050; DBPPM C-2100, K-400, PREA DOJ115.41

POLICY

To ensure that incarcerated people are assigned to appropriate programs and housing locations, the Classification Unit will be responsible for evaluating the custody status of all incarcerated people. Determination of an incarcerated person's classification status will be made following established classification criteria.

Incarcerated people within the Detentions Bureau will be classified and properly assigned to housing units and activities based on the totality of information from the following categories:

- Gender;
- Criminal sophistication;
- Seriousness and type of crime charged;
- Assaultive/non-assaultive behavior;
- Gang affiliation;
- Behavioral, physical, and developmental disability;
- Age of the incarcerated person;
- The physical build of the incarcerated person;
- Previous incarceration incidents and classification records;
- Exclusively nonviolent criminal history;
- Prior convictions for sex offenses against an adult or child as known to the agency;
- If the incarcerated person is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender nonconforming;
- Previous sexual victimization;
- The incarcerated person's own perception of vulnerability; history of prior institutional violence or sexual abuse, as known to the agency;
- Other criteria such as will provide for the safety of incarcerated people and staff and the maintenance of facility security.

Such housing unit assignments shall be accomplished to the extent possible within the limits of the available number of staff and distinct housing units in the facilities.

DEFINITIONS:

Gender Identity: A person's internal or psychological sense of being male or female.

Transgender: A person whose gender identity is different from the person's assigned sex at birth.

Intersex: A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female.

Gender nonconforming: A person whose appearance or manner does not conform to traditional societal gender expectations.

Administrative Separation: Is the separate and secure housing of an incarcerated person that shall not involve more deprivation of privileges than is necessary to protect incarcerated persons and staff, as described in Section K-400 of this manual.

Classification: The process by which an incarcerated person is evaluated to determine the appropriate level of custody and the housing assignment consistent with that level of custody.

Classification Appeal: The process whereby an incarcerated person may appeal their classification status.

Classification Deputy: A dedicated deputy responsible for the initial classification and classification review of incarcerated people.

Classification Record: An electronic record maintained in the Jail Management System (JMS) for a minimum of five (5) years containing information pertinent to an incarcerated person's present and future classification.

Classification Review: The process by which an incarcerated person's classification is re-evaluated when behavior patterns change, new information is provided by the incarcerated person, deputies, medical, behavioral health, incidents, court proceedings, to assess sexual abuse risk or abusiveness, or at specified time intervals.

Reclassification: Any change in an incarcerated person's classification after initial evaluation by the Classification Deputy.

Sentenced Incarcerated Person: An incarcerated person sentenced on all local charges and has no open foreign holds.

Security Levels: A distinction assigned based on specific information about an incarcerated person.

Transfer: Any change of a housing assignment to another facility within the Detentions Bureau.

Un-sentenced Incarcerated Person: An incarcerated person who has at least one charge pending adjudication or has other open foreign holds.

Wristband: Colored bands worn by incarcerated people on their wrist for identification and classification purposes.

DIRECTIVE #1

The classification of an incarcerated person will be identified by the color of the incarcerated person's wristband.

DIRECTIVE #2

All Classification Deputies are assigned to the Population Management Section and are supervised by the Population Management Classification Lieutenant, Population Management Classification Sergeant, and Classification Senior Deputies. In the absence of the Classification Supervisors, the Shift Supervisor will have the authority to make those classification decisions necessary to handle the facility's day-to-day operation but will not make policy decisions that would affect the operation of the Classification Unit without consultation with the Classification Supervisor.

DIRECTIVE #3

Incarcerated people who have been charged with PC 664/187, PC 187, or a high-profile case and are co-defendants will not be housed in the same cell together without the Population Management Lieutenant's approval. If this is approved, notification and justification will be made via chain of command to the Chief Deputy for approval.

DIRECTIVE #4

Incarcerated people will not be disciplined for refusing to answer or for not disclosing complete information in response to questions asked pursuant to the PREA screening at intake.

Procedure A: Administrative Separation

Classification staff shall consider a variety of factors in all administrative separation decisions, including but not limited to:

- The incarcerated person is determined to be prone to escape attempts;
- Assaultive toward staff or other incarcerated people;
- The incarcerated person disrupts the operation of the jail or incites other incarcerated people;.
- The incarcerated person needs protection from other incarcerated people;
- The incarcerated person is likely to jeopardize the safety and security of the facility.

Note: For further details, refer to DBPPM K-400.

Procedure B: General Security Levels

Classification staff shall utilize specific security level criteria in determining the appropriate housing of incarcerated people:

- Minimum - The level of security that may allow an incarcerated person to work outside the confines of a particular facility;
- Medium - The level of security that requires that an incarcerated person be housed in a dorm-like setting surrounded by secure walls;
- Maximum - The level of security that requires that an incarcerated person be confined to a single cell with limited access to other incarcerated people.

Procedure C: Classification Categories

Any time an incarcerated person is assigned a classification that is not consistent with the criteria below, the Classification Deputy will indicate the reason for the assigned classification in the incarcerated person's classification record.

The Classification Unit will classify each incarcerated person under one or more of the following categories:

General Population (White Band): An incarcerated person who does not pose an immediate security threat to staff or other incarcerated people and does not require protective separation from other incarcerated people.

Protective Custody (Blue Band): An incarcerated person whose appearance, charges, behavior, or risk for sexual victimization requires protection from General Population incarcerated people. This category includes:

- Incarcerated people charged with sex offenses involving children;
- PREA at high risk for sexual victimization;
- Incarcerated people with appearance or mannerisms which would make the incarcerated person unsuitable in a General Population setting;
- Known informants / or ex-gang members;
- Prior law enforcement or correctional deputies not requiring separation;
- Behavioral unstable incarcerated people who are unable to cope in General Population;
- Incarcerated people who are likely to be victimized due to a youthful appearance and/or lack of criminal sophistication;
- Incarcerated people classified as protective custody on their last booking (requires re-evaluation on a case-by-case basis);
- Incarcerated people requesting to be classified as protective custody will be interviewed by Classification Deputies and evaluated on a case-by-case basis.

Security Risk (Red Band): Incarcerated people who may pose an unusual threat to facility security or the safety of staff and other incarcerated people. This category includes:

- Incarcerated people sentenced to, or received on, a detainer from the California Department of Corrections, California Youth Authority (excluding incarcerated people received on a violation of parole detainer only), or Federal Bureau of Prisons with release dates exceeding fifteen years;
- Incarcerated people charged with murder or attempted murder (PC 187, PC 664/187);

- Incarcerated people charged with three strikes enhancement (667(E) X 2);
- Incarcerated people that have been recently downgraded from High-Security Risk;
- Incarcerated people currently charged with any nonviolent escape from a minimum-security facility;
- Incarcerated people who have been violent towards staff in the past but have had no recent staff-violent incidents.

High-Risk Protective Custody (Yellow Band): An incarcerated person who, by nature of the circumstances involving their arrest, history, or detention, must be separated from other incarcerated people. This category includes:

- Witnesses whose lives may be in danger as a result of their testimony;
- Targets of death contracts;
- Incarcerated people who have a known threat or risk to their safety;
- Criminal justice employees, law enforcement officials, police officers, and correctional officers, and staff who are readily identified by other incarcerated people;
- High-profile incarcerated people who must be separated from other incarcerated people.

Note: High-risk protective custody incarcerated people who are deemed compatible by the Classification Deputy may be housed together in pairs (see section K-400 of this manual for details).

High-Security Risk (Orange Band): Any incarcerated person who:

- Has escaped, is prone to escape, or has attempted to escape from any medium or maximum-security facility within the last three (3) years unless approved to downgrade by Section Manager;
- Is assaultive towards staff;
- Has made documented and plausible threats to harm staff during the current incarceration or within the past year;

- Has used violence as a means to escape or attempt to escape from any facility within the past ten years.

Civil Detainees (Gray Band): An incarcerated person who is detained on federal or local civil charges only. These incarcerated people must be separated from general population incarcerated people but may be housed together. This category includes:

- Civil commitments;
- Attachments for defaulter;
- Civil contempt of court;
- Civil witnesses (P.C. 1332);
- Federal Civil Detainees.

Sexually Violent Predators (White Band with purple stripes): An individual who has served their sentence for a sexual crime and has been ordered by the court to remain in custody as a civil detainee pending behavioral health evaluation and treatment, as defined in Section C-2100 of this manual. Such individuals are booked under the following sections:

- Petition for continued involuntary treatment (PC 2970);
- Sexually Violent Predators (WI 6600).

Admission Evaluation Stabilization (AES) (Green Band and/or Green Band with orange stripes): Green wristbands are an indicator to tell the difference from other areas of custody, and to remove the identifying classification wristbands from other incarcerated persons in the program. Green with the orange stripe are incarcerated persons with a classification level 09. All AES incarcerated persons going on a transportation run (court, medical, etc.) must be treated as an administrative separated incarcerated person regardless of classification.

Procedure C: Special Wristband Designations

In addition to any of the above-listed classification categories, an additional band will be applied and worn by the incarcerated person in conjunction with the primary band when any of the following conditions apply:

Incarcerated Laborer (Black Band): A General Population incarcerated person assigned to housekeeping tasks, incarcerated person feeding, and other non-security support work under the direct supervision of a staff member.

Pregnant and/or Postpartum Incarcerated People (Pink Band): An incarcerated person who meets the criteria as outlined under Section H-100 of this manual.

Kitchen Worker (Purple Band): An incarcerated person who has been authorized to work in a facility kitchen.

Work Crew (Pink Paper Band): A minimum-security incarcerated person authorized to work outside of the facility under the supervision of a deputy.

Class Attendee (Green Paper Band): A minimum-security incarcerated person authorized to attend classes that are provided to incarcerated people in or near the facility.

Procedure D: Numerical Security Levels

Classification staff will assign each incarcerated person a numerical security level based upon the basic objective classification criteria as set forth below. If an incarcerated person is assigned a security level that is not consistent with criteria below, the Classification Deputy will indicate the reason for the assigned level in the incarcerated person's classification record.

Security Level: 00
Band Color: White, Blue, or Yellow
Security: Minimum (Outside Security Crew)-White/Medium-Blue/Maximum-Yellow
Criteria: Sentenced to county time on all bookings

Security Level: 01
Band Color: White, Blue, or Yellow
Security: Medium-White or Blue/Maximum-Yellow
Criteria: Any open or unsentenced misdemeanor booking

Security Level: 02
Band Color: White, Blue, or Yellow
Security: Medium-White or Blue/Maximum-Yellow
Criteria: Specific open or unsentenced felony booking

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Security Level: 03
Band Color: White, Blue, or Yellow
Security: Medium-White or Blue/Maximum-Yellow
Criteria: Specific open or unsentenced felony booking

Security Level: 04
Band Color: White, Blue, or Yellow
Security: Medium-White or Blue/Maximum-Yellow
Criteria: Not associated with charges or bail; this level indicates that an incarcerated person is temporarily unavailable for the Minimum Facility.

Security Level: 05
Band Color: White or Blue, or Yellow
Security: Medium-White or Blue/Maximum-Yellow
Criteria: Specific unsentenced felonies are not eligible for the Minimum security. This level includes Federal Holds, Out-of-State Holds, State Prison Detainers (less than 15 years), and CYA Holds.

Security Level: 06
Band Color: Red or Blue and Red
Security: Medium-Red or Blue and Red/Maximum-Yellow
Criteria: Specific Charges and/or behavior requiring a higher level of security.

Security Level: 07
Band Color: Red or Blue and Red
Security: Medium-Red or Blue and Red/Maximum-Yellow
Criteria: Specific Charges and/or behavior requiring a higher-level security awareness. (PC 187; PC 664/187; Three Strikes)

Security Level: 08
Band Color: Red or Blue and Red or Yellow
Security: Maximum-Red or Blue and Red/Maximum-Yellow
Criteria: Behavior requiring Maximum Security

Security Level: 09
Band Color: Orange
Security: Maximum
Criteria: Behavior requiring Maximum Security

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: ADMINISTRATIVE SEPARATION

K-400

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
June 30, 1990	02-23-23	02-23-23	02-23-23

APPROVED BY: Detentions Bureau Chief Deputy Erik Levig

REFERENCE: TITLE 15, SECTION 1053, C.C.R., PREA DOJ 115.43, 115.68,
USMS IGA 97-99-0196, Restrictive Housing, DBPPM A-1500

POLICY

Administrative separation is a tool afforded to facility administrators to maintain safety, security, order and control of the jail. It provides an opportunity to protect potential victims, isolate potential predators, or to control an incarcerated person or group of incarcerated persons that display the propensity to disrupt the proper operation of the jail.

Administrative separation shall consist of separate and secure housing but shall not involve more deprivation of privileges than is necessary to obtain the objective of protecting incarcerated persons and staff.

Incarcerated persons shall be eligible for administrative separation if they are determined to be prone to:

- Promote activity or behavior that is criminal in nature or disruptive to facility operations;
- Demonstrate influence over other incarcerated persons, including influence to promote or direct action or behavior that is criminal in nature or disruptive to the safety and security of other incarcerated persons or facility staff, as well as to the safe operation of the facility;
- Escape;
- Assault, attempted assault, or participation in a conspiracy to assault or harm other incarcerated persons or facility staff;
- Or likely to need protection from other incarcerated persons.

Incarcerated persons likely to need protection from other incarcerated persons, including those at risk for sexual abuse, or recently abused, may be housed in administrative separation if no other alternative exists.

DEFINITIONS:

- **Administrative Separation:** Is the separate and secure housing of an incarcerated person that shall not involve more deprivation of privileges than is necessary to protect incarcerated persons and staff.

DIRECTIVE #1

Administrative separation shall not be used as a means of punishment or discipline. Based upon the seriousness of an offense, an incarcerated person may be administratively separated pending a disciplinary hearing only if it is likely that the offense committed will continue and there is no reasonable alternative other than administrative separation to stop the incarcerated person's actions.

Procedure A: Administrative Separation of Incarcerated Persons

Classification staff shall conduct initial screenings of all incarcerated persons. Those requiring administrative separation shall be noted in their classification record and scheduled for periodic reviews.

Staff members requesting that an incarcerated person be reviewed for possible administrative separation shall:

- Obtain the approval of the Shift Supervisor;
- Generate a Jail Management System (JMS) incident report as described in Section A-1500 of this manual;
- Notify a Classification Deputy;
- If approved, move the incarcerated person to the housing location assigned by the Classification Deputy.
- In the event of a conflict between the Shift Supervisor and the Classification Deputy, the Population Management Lieutenant or their designee will be contacted to make the final determination of classifications status.
- Additional classification reviews will be handled per DBPPM K-500

Procedure B: Administrative Separation of PREA at Risk Incarcerated Persons

When an incarcerated person is administratively separated at intake due to risk of sexual abuse, a Classification Deputy shall;

- Conduct a complete assessment of the incarcerated person within 24 hours of placement to ensure administrative separation is necessary and that the incarcerated person is housed in the least restrictive housing available;
- Ensure that the incarcerated person does not exceed 30 consecutive days of administrative separation without documentation of the concern for the incarcerated person's safety, including articulation of why no alternative means of separation from abusers can be arranged;
- Conduct a review every 30 days or sooner to determine the need for continued separation from general population.

To the extent possible, incarcerated persons administratively separated for this purpose shall have access to:

- Programs;
- Privileges;
- Education;
- Work opportunities.

If access is limited, the following shall be documented:

- The opportunity limited;
- Duration of the limitation;
- Reasons for such limitations.

Procedure C: Administrative Separation of Federal Contract Incarcerated Persons

Staff members requesting that a federal contract incarcerated person be administratively separated either during initial intake or as the result of an incident shall:

- Obtain the approval of the Shift Supervisor;

- Generate a JMS incident report as described in Section A-1500 of this manual;
- Notify a Classification Deputy;
- Move the incarcerated person to the housing location assigned by the Classification Deputy.

The Classification Deputy will:

- Notify the Federal Contract Liaison;
- Notify the Classification Supervisors via e-mail or phone;
- Conduct an initial review within 72 hours of the incarcerated person's placement in administrative separation to determine whether separation is still warranted;
- Conduct a follow up review after the incarcerated person has been in administrative separation for seven (7) days;
- Conduct a follow up review every week thereafter for the first month and at least every 30 days thereafter.

During each review, the Classification Deputy will:

- Interview the incarcerated person;
- Determine if continued administrative separation is warranted;
- Notify the Federal Contract Liaison of the results of the review.

The Federal Contract Liaison or designee will:

- Provide reports to the United States Marshals Service (USMS) on a monthly basis listing all USMS detainees who were detained in restrictive housing and the reasons for their assignment to such housing.

Procedure D: Compatible Administratively Separated Incarcerated Persons

The Classification Supervisor or their designee may house mutually administratively separated incarcerated persons of the same classification.

- A Classification Deputy will interview the potential incarcerated persons for multiple housing.

- If the Classification Deputy determines the incarcerated persons are compatible, the Classification Deputy will note this in the comments section of the incarcerated person's JMS records and assign them appropriate housing. A notation will include the circumstance leading to the consideration and criteria reviewed for housing together.
- Incarcerated persons who have been determined to be prone to assault staff or other incarcerated persons, including those who have been determined to be PREA high risk for sexual abusiveness, will not be considered for multiple housing.
- Incarcerated persons who have been charged with PC 664/187, PC 187, or a high-profile case and are co-defendants will not be housed in the same cell together without the approval of the Chief Deputy via chain of command.
- Incarcerated people who have been charged with PC 664/187, PC 187, or a high-profile case and are co-defendants will not be housed in the same cell together without the Population Management Lieutenant's approval. If this is approved, notification and justification will be made via chain of command for the Chief Deputy for approval.

Note: An administratively separated incarcerated person designated as compatible is to be considered compatible **only** with their cellmate(s) as assigned by the Classification Unit and not with other incarcerated persons who are designated as compatible.

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE:	CLASSIFICATION REVIEWS	K-500
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EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
July 11, 1994	02-23-23	02-23-23	02-23-23

APPROVED BY: Detentions Bureau Chief Deputy Erik Levig

REFERENCE: Title 15, Section 1050, C.C.R., DBPPM K-300, K-400,
PREA DOJ 115.41

POLICY

To ensure that an incarcerated person's classification status reflects up to date information regarding their custody situation, it is necessary to periodically review incarcerated person's custody status. The Classification Unit will conduct interviews with incarcerated people and/or review the custody status of incarcerated people incarcerated in the Detentions Bureau facilities and change incarcerated person's classification as required.

Incarcerated person interviews or status reviews will occur whenever an incarcerated person is transferred from one facility to another, if there is a change in criminal charges, amount of bail, behavior, upon receipt of additional information that warrants re-evaluation, or as required for incarcerated people considered PREA at risk.

DEFINITIONS:

PREA at risk: A person determined through KCSO's booking / hazard screening, and the classification process based on criteria in DBPPM K-300 to be at risk of being sexually abused or harassed.

DIRECTIVE #1:

An incarcerated person who has been sentenced to more than 60 days may request a review of their classification no more often than 30 days from their last review. An incarcerated person who is un-sentenced may request a review of their classification no more often than 30 days from their last review.

PROCEDURE A: Transfer Review Process:

Receiving Deputies processing incarcerated people transferred from one facility to another shall have each incarcerated person complete a PREA Facility Transfer Risk Reassessment form. If an incarcerated person answers “yes” to question #1, Deputies shall contact classification.

Classification staff contacted by Receiving Deputies shall:

- Conduct an in-person interview with the incarcerated person to determine the incarcerated person’s safety concerns.
- Ensure an appropriate housing assignment is made.
- Make any necessary confidential entries to the incarcerated persons JMS (Jail Management System) record.

PROCEDURE B: Classification 30-day Review Process**The Classification Deputy will:**

- Review each incarcerated person’s electronic file to determine if a re-classification, change in housing assignment, or transfer is required.
- Ensure that the incarcerated person is assigned to a housing location consistent with their classification status.
- Review each booking in the record, checking for issues such as open cases with no disposition or future court date, releases marked No Local Jail Sentence, jail sentences with no outdates, and unreleased-never filed open cases.
- Ensure the release dates for all court commitments are calculated.
- Ensure that all incarcerated people who need to be tracked are on the proper notification list (CYANO, REMNO, OSHNO, CDCWL, etc.)
- Check appointments to confirm if incarcerated people who are in-custody based solely on out-of-county warrants have had pick-up teletypes sent to the responsible agency.
- Check all incarcerated people with a security level of 04 to ascertain if their level can be lowered.

- Double check Keep-Aways to be sure they are not housed in the same housing unit. Ensure the incarcerated person is housed correctly based on gang affiliation.
- Justification for all administrative separation and protective custody classifications must be based on clearly articulated criteria outlined in DBPPM K-300 & K-400. Such justifications should be made in the comments section of the classification record.
- Review incident reports written on incarcerated people to determine if a classification and/or housing change is appropriate.
- Make any necessary re-classification, change in housing assignment, or transfer required.

DIRECTIVE #2: PREA at risk Classification Review

Incarcerated people determined to be “at risk” of sexual abuse will be interviewed within 30 days of custody to determine if any unknown information exists that should be considered during the review process.

The Classification Deputy will:

- Obtain 30-day PREA “at risk” incarcerated people list from Classification SST (Sheriff Support Technician).
- Interview “at risk” incarcerated people asking incarcerated people about any new sexual abuse / sexual harassment, threats of abuse, or retaliation for reporting abuse / harassment.
- Obtain an “affirmative or negative” response from incarcerated people to “do you have any fears about your sexual safety?”
- Reassess each incarcerated person’s risk of sexual victimization or abusiveness within 30 days from the incarcerated person’s booking, based upon any additional relevant information received since the intake screening.
- Reassess incarcerated people identified as at risk of sexual victimization within 30 days from the incarcerated persons’ booking based upon any additional relevant information received during the incarcerated person’s interview.

- Reassess an incarcerated person's risk for sexual victimization or abusiveness when warranted due to referral, request, incident of sexual abuse, or receipt of additional information that bears on the incarcerated person's risk of sexual victimization or abusiveness.
- Ensure that incarcerated people at high risk of being sexually victimized are not housed in the same unit as incarcerated people at high risk of sexual abusiveness.
- Document "class rev/30-day RA, new info considered" or "class rev/30-day RA, no new info".