

Explanation of Decision splits for the 8 Custody Level Reclassification JICS Instrument

*Note: Some customization to the primary tree is made by Northpointe on a state by state basis to accommodate jailing guidelines, maximum length of local sentences to jail, etc. Please feel free to contact Northpointe to discuss any customization to your state.

At the time of an inmate's classification review it may be determined that a reclassification of the inmate's current custody assignment is necessary. The reason for a reclassification will fall into one of two categories, These are "aggravating" or "mitigating" circumstances.

Aggravating Circumstances

If it is determined that a reclassification is warranted and that the reclassification will be higher than the current classification due to aggravating circumstances such as a disciplinary infraction, a change in legal status i.e. serious new felony charges added, status change from sentenced back to unsentenced (due to new charges being added), etc., use the Reclassification for Aggravating Circumstances Tree. Start on the left side of the tree by circling the inmate's current custody level and move through the tree from that point to the reclassification assignment to the right (middle of the manual form). Circle the resultant reclassification custody level. Serious assaultive or escape related disciplinary infractions may require use the override option when warranted.

Mitigating Circumstances

If it is determined that a reclassification is warranted and that the reclassification will be lower than the current classification or that the current classification may likely stay unchanged use the reclassification for Mitigating Circumstances Tree. This would be due to mitigating circumstances such as periodic review for positive program involvement, positive attitude change, court/staff compliance, an extended period of disciplinary free good behavior, a change in legal status from unsentenced to sentenced, removal of detainees, warrants, or holds, etc. For those jails which house sentenced inmates for several years the inmate's balance of sentence falling under two years may also trigger a reclassification. Start on the left side of the tree (middle bar) by circling the inmate's current custody level and move through the tree from that point to the reclassification assignment to the far right. Circle the resultant reclassification custody level.

If when conducting the classification review it is determined that the current classification is still appropriate simply record the date, time, and review officer conducting the classification review and indicate no change in current classification level.

Classification staff should refer to their Department's specific training and classification policy and procedure for any more detailed guidance in conducting classification reviews and reclassifications.

Classification Review and Reclassification Tree Split Instructions

Aggravating Circumstances Tree

Serious Assault/Escape Behavior Problems: - Since last classified and/or reviewed has the inmate committed or threatened a serious assault towards staff or other inmates, attempted or made threats of an escape, serious contraband endangering the security of the facility e.g. weapons, etc?

Serious Non-Assault or Escape Behavior Problem: - Since last classified and/or reviewed has the inmate committed a major (level 1 type) disciplinary infraction causing serious institutional disruption or concern other than for assault or escape?

Less Serious Behavior Problem: - Since last classified and/or reviewed has the inmate committed a less serious major rule infraction (level 2 type) or multiple minor rule infractions?

Serious Behavior Problem: - Since last classified and/or reviewed has the inmate committed a major rule infraction?

Legal Status Change or Hold/Detainer Added: - Since last classified and/or reviewed has the inmate had additional serious charges added or, if a sentenced minimum security inmate, have any new charges been added for which disposition is pending including any new Detainers or Warrants from other jurisdictions.

Mitigating Circumstances Tree

Marked Improvement in Compliance or Positive Attitude Change: - Since last classified and/or reviewed has the inmate shown a marked improvement in his/her attitude and/or cooperation with staff and facility routine? **Note:** *If the inmate is a Custody Level 1 or 2 at review with a recent history of inmate on inmate or inmate on staff assault consideration should be given to the inmate needing to demonstrate a significant period of time of marked improvement before being reclassified to Custody Level 3.*

Program Effort, Positive Attitude Change or Court/Staff Compliance: - Since last classified and/or reviewed has the inmate made positive steps in in-house program participation addressing his/her assessed needs and/or has the inmate shown a marked improvement in his/her attitude and cooperation with staff, facility routine and recommendations? **Note:** An inmate is not eligible for a Custody Level lower than 3 if they were previously classified during this incarceration as a Custody Level 1 or 2 unless an override is used and documented.

Detainers, Warrants or Pending Charges or Balance of Length of Stay Greater Than 2 Years: - Does the inmate have any outstanding detainees, warrants, other pending charges (not including those currently incarcerated for) or is the inmate's sentence balance greater than two years?

Sentenced: - Is the inmate sentenced on all outstanding charges for which they are currently incarcerated?

Felon or Misdemeanant - Is the most serious current offense a felony or a misdemeanor?

Employment/Community Ties: - Does the inmate have immediate family in the community and/or has the inmate resided in the area for one year or longer and/or has the inmate been steadily employed in the area for six or more of the last twelve months? Note: This decision split is intended to determine the inmate's ties to the community. Each jail will need to determine what constitutes their geographic range definition of "community".

Overrides: - If it is determined that circumstances requiring a deviation from the Reclassification Decision Tree, resulting in a security designation that is other than what would routinely occur by following the tree, it is designated an **override**. If you find it necessary to override the reclassification tree complete the tree through the normal procedure then circle the appropriate override custody level (on the manual form) and note your reason in the designated area.

High Risk: - Is a red flag identifying an inmate as being a grave threat to themselves (suicidal) or to the staff or fellow inmates (system risk). As a result of a **high risk** designation, a special high visibility or isolation placement may be warranted. If a high risk designation is warranted, (or still applicable if previously assigned), check the appropriate high risk box. A high risk designation may or may not require an override to the reclassification tree. If it does require a deviation from the reclassification tree, complete the tree through normal procedure , note the override and reason and assign the appropriate custody/security level.

Special Condition: - Is a flag identifying an inmate as having a need or condition which requires special attention or housing such as a physical or mental handicap, diet restrictions, alcohol or drug withdrawal, protective custody, etc. If a special condition designation is warranted, (or still applicable if previously assigned), check the appropriate special condition box. A special condition may or may not require an override to the reclassification tree. If it does require a deviation from the reclassification tree, complete the tree through normal procedure , note the override and reason and assign the appropriate custody/security level.