

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 401.04

EFFECTIVE DATE: 28 June 2024

**SUBJECT: JAIL CLASSIFICATION &
HOUSING ASSIGNMENT**

POLICY DIRECTIVE

PURPOSE:

To provide a formal classification process that starts at admission, for managing and separating inmates, and administering the facility based upon the agency mission, classification goals, and inmate custody and program needs.

REFERENCE:

WV Code §15A-3-4(a)(6); and ACA Expected Practices 5-ALDF-2A-23, 5-ALDF-2A-28, 5-ALDF-2A-29, 5-ALDF-2A-30, and 5-ALDF-2A-32.

RESPONSIBILITY:

Superintendents of jail facilities are responsible for enacting facility-specific Operational Procedures to provide further written instructions on the subject and ensure compliance with this Policy Directive.

CANCELLATION:

Any previous written instruction on the subject including RJA Policy 20001, dated 03 September 2013; RJA Policy 20002, dated 15 May 1997; RJA Policy 20003, dated 15 May 1997; and RJA Policy 20004, dated 16 September 2002.

APPLICABILITY:

All jail facilities within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

Classification: A process for determining the needs and requirements of those for whom confinement has been ordered and for assigning them to housing units and programs according to their needs and existing resources.

POLICY:

- I. The jail classification system is used to separate inmates into groups that reduce the probability of assault and disruptive behavior. The process uses verifiable and documented information about inmates. Inmate management and housing assignment are based on age, gender, legal status, custody needs, special problems and needs, and behavior. Male and female inmates shall be housed in separate sections. In booking and medical, male and female inmates shall be housed in separate rooms/cells.
 - A. At a minimum, the classification system evaluates the following:
 1. Mental and emotional stability
 2. Escape history
 3. History of assaultive behavior
 4. Medical status
 5. Age
 6. Need to keep separate
 - B. In addition to the above, inmates with the following classifications will be maintained separately, unless by specific authorization of the Superintendent.
 1. General population; and
 2. Specialized housing (special management, pre-hearing detention, administrative segregation and punitive segregation).
 - C. Single-occupancy cells shall be available, when indicated, for sexual predators; inmates with severe medical disabilities or serious mental illness; and inmates who are likely to be exploited or victimized by others or have other special needs for single housing.
 - D. The Superintendent has the authority to make other provisions in regard to housing assignments based on inmate behavior and performance, provided said provisions do not conflict with sections I, A. through C. above.
- II. In order to address safety and security issues, the Shift Commander assigns initial housing, based on the inmate's gender, court status, severity of charges, and prior institutional behavioral/disciplinary history by completing the Jail Initial Classification and Housing Assignment (**Attachment #1**). Completed forms will be uploaded to the Offender Information System (OIS) Document Management.
 - A. Prior to this initial housing assignment, an appropriate staff member will complete the PREA Screening Assessment (attachment to the DCR PREA Manual) by meeting face-

- to-face with each inmate. This initial screening assesses for risk of being sexually abused by other inmates or sexually abusive toward other inmates. **As determined by the Screening Assessment, a Sexual Predator will never be housed in the same cell with a Potential Victim or Victim.**
- B. Inmates who are violent, suicidal, mentally disordered, demonstrating unusual or bizarre behavior or determined to be in need of professional mental health services, will be housed in a "manned section" in order to observe the inmate's behavior at least every fifteen (15) minutes, until evaluated by a mental health professional.
- C. The Shift Commander will ensure the inmate's initial housing assignment is added to appropriate count forms, count boards and OIS.
- III. The Unit Manager or his/her designee will review each inmate's housing status at least every thirty (30) days by completing the Jail Reclassification and Case Review (**Attachment #2**) to assure the inmate is properly housed with regard to legal status, custody needs (general population or specialized housing), special attention and special needs, behavior, and the inmate's risk of being sexually abused or sexually abusive. When appropriate, the review may involve the inmate in the process. Completed forms will be uploaded to OIS Document Management.
- A. The staff member conducting the reviews has the authority and responsibility to determine custody and housing needs and shall ensure changes in housing are completed and documented in OIS.
- B. Completion of reviews shall be documented in writing to the Superintendent.
- C. This review does not replace the Chief Correctional Officer's or designee's responsibility to re-house an inmate due to new or updated information or circumstances, including but not limited to change in legal status, assignment to pre-hearing detention or punitive segregation, suicide precautions, etc.
- IV. An inmate dissatisfied with his/her classification/housing assignment may file a grievance in accordance with DCR Policy Directive 335.00.

ATTACHMENT(S):

- #1 Jail Initial Classification and Housing Assignment
- #2 Jail Reclassification & Case Review

APPROVED SIGNATURE: _____

William K. Marshall III

William K. Marshall III, Commissioner

06/28/2024

Date

WV DIVISION OF CORRECTIONS & REHABILITATION

JAIL INITIAL CLASSIFICATION & HOUSING ASSIGNMENT

Inmate's Name: _____ OID#: _____

Gender: _____ Age: _____

Current Offense(s) & Legal Status: _____

PREA Assessment: (circle one)

Sexual Predator Potential Sexual Predator Victim Potential Victim N/A

NOTE: A Sexual Predator will never be housed in the same cell with a Potential Victim or Victim.

Inmate is violent, suicidal or at risk of suicide, mentally disordered, demonstrating unusual or bizarre behavior or determined to be in need of professional mental health services and will be housed in a "manned section" in order to be observed at least every 15 minutes, until evaluated by a mental health professional. Provide detailed information this decision was based on: _____

In accordance with DCR Policy Directive 401.13, inmate appears to meet the criteria for the following and these factors have been considered in the initial housing assignment.

- _____ Assaultive
- _____ Escape History
- _____ Former Correctional Employee, Law Enforcement or Public Official
- _____ Handicapped
- _____ High Profile
- _____ Separation Issues (verified)
- _____ Serious Threat to Facility Security
- _____ Validated Security Threat Group
- _____ Other: _____

Initial Housing Assignment: _____

Shift Commander's Printed Name _____ Signature _____ Date _____

WV DIVISION OF CORRECTIONS & REHABILITATION
JAIL RECLASSIFICATION & CASE REVIEW

Inmate's Name: _____ OID#: _____

Gender: _____ Age: _____

Current Offense(s) & Legal Status: _____

Has legal status changed since last classification review? YES NO

Most recent PREA Assessment: (*circle one*)

Sexual Predator Potential Sexual Predator Victim Potential Victim N/A

NOTE: A Sexual Predator will never be housed in the same cell with a Potential Victim or Victim.

The inmate's status has been reviewed and the following factors indicate his/her housing assignment should remain the same OR be modified

- _____ Administrative Segregation
- _____ Handicapped
- _____ Institutional Behavioral Record
- _____ Legal Status
- _____ Mental Illness or Demonstrating Unusual or Bizarre Behavior
- _____ PREA Assessment
- _____ Separation Issues (verified)
- _____ Serious Threat to Facility Security
- _____ Special Management Status
- _____ Suicidal
- _____ Validated Security Threat Group
- _____ Other: _____

Current Housing Assignment: _____ Housing Assignment Based on Review _____

Staff Printed Name/Title Signature Date