Section 3: Classification
Subject: Classification System
Minimum Standard: 5120:1-8-02(A) / 5120:1-8-02(B)(1)(2)(3)(4)
Revised: 09/2007, 06/2008, 12/2011, 05/2019

Authorized: _____ Effective date: _____
Sheriff Paul A. Sigsworth

POLICY

Inmates housed at the Erie County Jail will be classified to determine the level of custody required, special needs, housing assignment, and participation in programming in order to provide the inmate and staff with the maximum amount of safety and security. The NIC Decision Tree Classification form (Section 4, Page 9) will be used. All classifications shall be objective and non-discriminatory. Non-discriminatory classification is required by law and shall be practiced at the Erie County Jail. Housing will not be determined on the basis of race, creed, color of skin, national origin or religion. Any classification action that deprives an inmate of privileges afforded to others must be documented as outlined in 5120:1-8-15 of the Standards for Jails in Ohio. The Erie County Jail shall have written policies and procedures, and practices which evidence compliance with male and female inmates are housed separately by sight, touch, and out of the range of normal conversation, violent and non-violent inmates are not placed in the same cell or unsupervised areas together, male and female are supervised if placed together for purposes of programming, transportation or other similar activities, and juvenile and adult inmates are separated in a manner pursuant to sections 2151.311 and 2152.26 of Revised Code.

PROCEDURE

1. The booking officer who processes the inmate will collect and record any and all information regarding the immediate medical, mental, or emotional needs of the inmate. The booking officer will use this information to ensure that the inmate is housed in an area that is safe and secure for the inmate.

2. The Classification criteria shall be implemented to the maximum extent consistent with the design and capability of the Erie County Jail. Criteria used to classify an inmate will include, but not limited to;
    1. **Sex** – Male and Female inmates are housed separately by sight, touch, and out of range of normal conversation with each other. Male and female prisoners must be directly supervised if placed together for purposes of programming, transportation or other similar activities.
    2. **Behavior** – Violent and non-violent inmates are not to be placed in the same cell or unsupervised area together.
    3. **Age** – Juvenile and adult inmates are separated in a manner pursuant to sections 2151.311 and 2152.26 of Revised Code.
    4. **Special Needs** - Physical and/or Mental Handicaps
    5. **Case Status** – Sentenced/non-sentenced

3. All inmates will be classified within 72 hours of incarceration.

4. **Classification** - During the classification process the booking officer will:
   1. Obtain as much information as possible from the following sources;
      a. CCH
      b. LEADS
      c. OHLEG
      d. Previous Booking Records at Erie County Jail
      e. Initial Medical Observations
      f. Other online sources
   2. Interview the inmate to obtain further information and verify the information obtained
   3. Use the Classification Tree to determine the inmate's custody status
   4. Review the following with the inmate--
      a. Answer any questions about the rules and regulations of the jail that the inmate may have; and
      b. Instruct the inmate to complete a request through a kiosk to apply for participation in any jail programming; and
      c. Check the available housing and assign the inmate to a cell; the booking officer will log the inmate's housing assignment as required in the current RMS.
   5. All documentation relating to the classification of an inmate will be placed into the inmate's jail file by the booking officer.

5. **Juvenile** – Juveniles will only remain in the booking area for the amount of time it takes to fingerprint, photograph, and complete the booking process. Once the booking process is completed, the juvenile inmate will be housed in a medical cell. Prior to this, any adult inmate housed in the medical area will be moved to a holding cell. Any time an inmate is moved from one area to another, the escorting officer will make certain that adult inmates are not in the area the inmate is being moved through and too.

6. **Jail Uniforms** – After a custody status is determined the inmate should be changed in to a jail uniform that corresponds to the inmate's classification status, if the appropriate color and size is available for the inmate in question:
   1. Orange Uniforms – Maximum Security
   2. Green Uniforms – Medium Security
   3. Tan Uniforms – Laundry and Cleaning Inmate Workers
   4. White Uniforms – Kitchen Inmate Workers

   If the appropriate size is not available, the inmate will be issued a uniform in a different color than the color that would correspond to the inmate's classification. Corrections Officers will not rely solely upon an inmate's uniform color to determine the inmate's classification.

7. **Reclassification** – Inmates will be reclassified:
   1. Upon change in legal status
      a. Convicted of a crime
      b. Additional charges

2. Upon notification of any behavior problems
    a. Documented disciplinary action for events such as fighting, making threats, disobeying staff.
    b. Documented medical or mental health problems such as attempted suicide, medical emergency, or injuries.

8. Any classification action which significantly deprives an inmate of privileges afforded other inmates or in any way placed them in a lesser status shall be justified in writing.
    1. The booking officer classifying the inmate will document the reason for depriving rights in a Jail Incident Report. This report will be forward to the Jail Administrator for review.