

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Resident Programming</u> STATEMENT NUMBER <u>7.14</u>
<b>SUBJECT: CLASSIFICATION &amp; ORIENTATION PROCEDURES</b>  <b>PROPONENT: <u>Christopher Kench, Director</u></b> <i>Name/Title</i>  <u>Commissioner's Office 271-8016</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>10/15/2011</u>  REVIEW DATE <u>10/15/2012</u>  SUPERSEDES PPD# <u>7.14; 7.45 &amp; 7.31</u>  DATED <u>12/07/09; 06/15/02 &amp; 01/01/04</u>
ISSUING OFFICER:   <u>William Wrenn, Commissioner</u>	DIRECTOR'S INITIALS _____ DATE _____  APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

I. PURPOSE:

To provide for a written inmate classification plan in consonance with the Classification Handbook. To provide a comprehensive orientation program for all inmates to facilitate their transition to the institution.

II. APPLICABILITY:

To all staff involved in classification, admission and orientation responsibilities and all inmates.

III. POLICY:

- I. It is the policy of the Department of Corrections that the classification system:
  - A. Be an objective system that identifies security and program needs of inmates.
  - B. Shall consider the safety of the public as well as the institutional safety of the staff and the inmate population.
  - C. Shall place inmates in the lowest security status commensurate with their security needs and custody requirements in a consistent and fair manner. Security and program determinations necessary for any individual to be eligible for any assignment are made by classification.
  - D. Provides for an initial classification board to be conducted within 30 days after an inmate's arrival and that this board will assign all required and recommended self-help programs, as well as assign an institutional job, housing assignment and custody status.
  - E. Specifies the objectives of the classification system and methods for achieving them and will provide a monitoring and evaluation procedure that determines if the objectives are being met and that the classification system is reviewed and evaluated at least annually.
  - F. Policies and procedures shall be available to all inmates and staff involved in the classification process.
  - G. Shall include plans for a graduated release through a systematic decrease in custody/supervision levels and an increase in inmate responsibilities.

- H. Shall ensure every inmate's status is reviewed at least every 6 months in C-4 status and annually in C-3 and C-2 statuses and at least every three months in C-5 status. Inmates who feel a more frequent review is necessary may request such a review in writing to their Unit Team. The request will outline the reason for an early review. Inmates in Pending Administrative Review (PAR) (see P below) status will be reviewed weekly.
1. 30-60-90 DAY SHU Reviews. The SHU Unit Team will review the status of each SHU inmate on a monthly basis. The Warden will review every case in which an inmate has resided in SHU in excess of three consecutive months. The Commissioner will review every case in which an inmate has resided in SHU in excess of six consecutive months.
  2. SHU Case Management Plans. A new case management plan is required each time an inmate's C-5 classification is reviewed after the first six months. The Warden shall cause the inmate's offender record to be reviewed by the Unit Team. A case management plan will be completed, which specifically states what the inmate must do to be reclassified to a lower security status and a timeframe for such reclassification. The completed plan will be forwarded to the Warden for approval. A copy of the approved case management plan shall be given to the inmate.
- I. Close Custody (C-4) inmates accepted into the Residential Treatment Unit (RTU) will receive a classification override of one step (to C-3 – General Population) in order to allow full participation in the RTU curriculum. However, any pending disciplinary reports will remain intact and be resolved accordingly, and any current or pending sanctions will be enforced.
1. The Classification Supervisor shall facilitate a record only classification board upon an inmate's acceptance into the RTU and implement a one-step decrease in classification unless there is sufficient cause to object at which time the board will be forwarded to the Director of Security and Training for review and final decision. Notifications will be made via the Inmate Movement Sheet.
  2. SPU staff will review the classification(s) of all inmates prior to leaving the RTU and facilitate a classification board to determine the current classification needs for all inmates leaving the RTU and forward their recommendations to the Classification Supervisor in accordance with procedures set forth in this policy.
- J. Provides that a unit classification board will review each C-3 inmate's progress every six months, or earlier if considered appropriate by the Unit Manager or the Administrator of Classification for those inmates with less than three years to their minimum parole date, except for those with a consecutive sentence to serve.
- K. Provides that a unit classification board will review the C-3 inmate's progress every year or earlier if considered appropriate by the Unit Manager or the Administrator of Classification for those inmates with more than three years to their minimum parole date or who have a consecutive sentence to serve.
- L. Is governed by a Classification Manual for all decisions relative to the classification of inmates. In reviewing classification or reclassification recommendations for C-5 status, the Administrator of Classification shall assure that the recommendation is in accordance with the Classification Manual and that the Administrator of Classification/designee will notify the NHSP/M Warden of any reclassification that results in movement to and from the Special Housing Unit (SHU).
1. The Classification Manual shall note the appeals process as:
    - a. Inmates may make a first level appeal regarding classification decisions to the Classification Administrator within 15 days of their classification board.
    - b. Inmates may make a second level appeal regarding classification decisions to the Corrections Commissioner/Designee via an Inmate Request Slip within 15 days of receipt of denial from the first level appeal.

- c. A copy of Commissioner level decisions on an inmate's appeal of a classification decision shall be sent to the inmate's Unit Manager, Administrator of Classification and the inmate.
  - M. Unless precluded by security or other substantial reason, all inmates may appear at their classification hearing and they are given 48 hours notice (attachment 1) prior to the hearing, such notice may be waived by the inmate in writing. It is mandatory, however, that each inmate participates in one classification board annually. Inmates not housed in DOC facilities will have their classifications heard by record-only boards in New Hampshire through information from the receiving facility's classification process.
    - 1. The inmate's file shall contain documentation that the inmate was provided with advance written notice that a classification board has been scheduled and that the inmate has either requested to attend or has waived the right to attend.
  - N. Provides for maximum involvement of staff from all relevant institutional programs to ensure appropriate programs, program completion and identifying inmates with special needs. Inmates with special needs shall be recommended for appropriate programs available in their assigned classification levels including transfer to the Secure Psychiatric Unit if deemed appropriate. Every effort shall be made to maximize inmate involvement in all classification actions. Identification of special needs inmates and the process for addressing these needs is set forth in PPD 6.31.
  - O. Provides for inmates to be provided with written results of a classification hearing within 30 days of the date of the hearing and that the Classification Authorization provided to the inmate shall include the reason for the classification and Notice of Right to Appeal (attachments 2 & 3).
  - P. Solicits and uses pre-institutional assessment information regarding the inmate's a adjustment and makes use of data available from other sources, such as pre-sentence reports, police reports, medical reports, education transcripts, HOC/County adjustment/information and mental health reports. This data shall be used to help classify inmates and assist in pre-release planning.
  - Q. Provides for the removal of an inmate from their current housing assignment and placement of that inmate into a more secure setting for the purpose of protecting the inmate, other inmates, the public, staff or institution security and operations (PAR). Inmates may be placed on PAR status for the following reasons (Pending):
    - 1. Investigation
    - 2. Protective Custody Review
    - 3. Mental Health Review
    - 4. Reclassification
    - 5. Transfer

No inmate will be held in PAR status for more than 30 days unless written permission has been obtained from the Administrator of Classification. Any extension to a PAR status must be requested and approved in writing (e-mail will suffice).
  - R. Ensures that the Classification Office reviews the offender file to determine the appropriateness for any inmate who may be eligible to work in all security sensitive areas (see PPD 7.15 for each facility's designated security sensitive areas). After review of the offender file, a recommendation will be forwarded to the facility Chief of Security for final approval.
  - S. Provides for the Administrator of Classification/designee to review and approve classification and reclassification board recommendations. Recommendations for C-5 classification status by a housing unit other than SHU shall be reviewed by the SHU Unit Team, which shall submit its recommendation to the Classification Office.
- 2. The orientation program and intake process provides for:
    - A. An explanation of institutional rules, regulations and available programs
    - B. Tests and examinations to be conducted
    - C. Identification of special needs or problems

- D. Assistance to the inmate in transitioning to the institution and explanation of activities and goals
- E. Supplying the inmate with a copy of the Handbook for the Guidance of Inmates
- F. Except in unusual circumstances, reception and orientation for inmates transferred from another institution within the correctional system is completed within one week after admission.

#### IV. PROCEDURE:

1. The Administrator of Classification shall prepare a written manual stating the Department's classification purposes, goals and objectives. The Commissioner of Corrections shall approve this document.
  - A. The written Classification Manual shall include:
    1. Details for initial classification and reclassification
    2. Explanation of staff duties and responsibilities towards classification
    3. Explanation of the classification codes assigned to each level of custody
    4. Explanation of the criteria and procedure for initial classification and reclassification
    5. Explanation of appellate rights of inmate
    6. The conditions under which an inmate can initiate a review of progress and program status. At any time an inmate may submit an Inmate Request Slip to the Unit Team and request an appointment to review progress, program status or review the pre-release plan. This request may also be submitted to relevant program staff for the same purpose. These requests may also run simultaneously with requests by inmates to view their offender file as outlined in PPD 1.06.
    7. Explanation of identification of special need inmate
    8. Explanation of how external information is solicited about inmates
  - B. The Classification Manual shall set forth the details of records required for an official offender record. (See PPD 1.39).
  - C. The Classification Manual will specify that prior to a parole hearing a progress report is made available to the parole board that summarizes the inmate's program participation and status, overall institutional adjustment, and a proposed parole plan shall be made available to the appropriate authorities such as the sentencing judge and Parole Board.
2. Pending Administrative Review (PAR)
  - A. Inmates placed in PAR status will be notified in writing of their placement on this status and why. A printed copy of the electronic PAR Form (attachment 4) will be used to accomplish this requirement. Specific details must be included when completing this form.
  - B. The applicable Unit Manager/Unit OIC/Shift Commander will ensure that "hard copies" of this PAR Form are provided to:
    1. The inmate (as noted above)
    2. The receiving facility – shift commanders of sending facilities are responsible to ensure that this document accompanies the inmate via transportation staff. An incident report will be written and forwarded to the sending facility Warden any time an inmate is transported without the proper documentation.
    3. Shift Commander for sending facility log
  - C. The applicable Unit Manager/Unit OIC/Shift Commanders will ensure that the following notifications are made electronically:
    1. Receiving unit
    2. Classification Office (sending and receiving facilities, where applicable)
    3. Offender Records
    4. Shift Commander (sending and receiving facilities, where applicable)
    5. Investigations
    6. Unit Manager (sending and receiving facilities, where applicable)
    7. CC/CM (sending and receiving facilities)

8. Property (sending and receiving facilities, where applicable)
  9. Warehouse (Concord)
  10. Canteen (Concord)
  - D. The NHSP/M Warden will be notified any time an inmate is placed in SHU for any reason including PAR purposes.
  - E. The sending unit/party is responsible for ensuring that the 7-day reviews are completed and properly documented on the PAR Form. If circumstances necessitate that a unit/party (other than the sending unit/party) complete the review (due to distance/time, weather etc.) the sending unit will provide detailed and written input to be used during the review. A simple statement such as "No Change" is NOT acceptable input.
  - F. The inmate will be present at each 7-day review and will be given the opportunity to speak during the review.
  - G. Should the PAR result in reclassification, a reclassification board will be convened and all appropriate documents will be attached to the completed board to include copies of the following:
    1. 48 Hour Notice
    2. PAR Notification and Review Form
  - H. Should the PAR result in "No Change" to the inmate's classification, the completed Electronic PAR Form with reviews annotated will be forwarded to the Bureau of Inmate Classification for disposition.
3. The orientation procedures include:
- A. Placement of newly admitted inmates. To ensure proper housing and program assignments, the following factors will be reviewed:
    1. Crime
    2. Sentence(s) received
    3. Jurisdiction
    4. Other issues (protection, medical, etc).
  - B. Classification will determine the housing unit and so notify the reception officer.
  - C. The inmate will be placed and moved as appropriate. The inmate will remain in medical quarantine until medically cleared.
  - D. The quarantine period for inmates shall be 31 days. The Administrator of Classification shall be notified in writing and review the case of any new inmate who is not transferred out of the Reception & Diagnostic Unit (R & D) within 31 days of arrival, after which the Warden will be notified and the inmate will be informed in writing of the reason.
  - E. The above procedures will be followed during normal business hours. On nights, weekends and holidays, the inmate will be reviewed by the Shift Commander for placement. Inmates at NHSP/M may be placed in SHU, if appropriate, by the Shift Commander until further review by the classification staff. At NHSP/W, if an inmate is considered problematic, the Warden will be contacted for guidance.
  - F. The R & D Unit Manager and Corrections Counselor/Case Manager are responsible for coordinating the reception and orientation program and for informing others of the inmate's performance. The orientation/reception program will follow a regularly scheduled format that ensures no inmate leaves the reception housing area before completing all intake testing.
  - G. All new inmates must undergo several types of interviews/tests before being classified out of quarantine status:
    1. Intake Physical will be conducted by the Health Services Center within the first week of arrival.
    2. Mental Health Intake/Social History will be completed by a Mental Health Team
    3. Corrections Counselor/Case Manager Orientation will be conducted by the Corrections Counselor/Case Manager to advise inmates of available programming and to assist with referrals and needs.

4. Unit Manager Orientation will be conducted by the Unit Manager. This is a basic introduction to the institution, explanation of rules and regulations and discussion of expectations.
  5. Dental Screening will be conducted by the Dental Department. This is a basic screening to determine any dental needs.
  6. Chaplain will offer advice to inmates on the available religious services and programming offered at the institution.
  7. Intelligence Intake will be conducted by the Unit Team/designee. This is an introduction interview to discuss any enemy and/or housing issues.
  8. Education Testing will be conducted by an educational teacher. Written tests to gather achievement, aptitude, interest and vocational scores are done. Referrals are also made for inmates who wish to further their education.
  9. Pre-Release Plans are completed during the orientation process for the purpose of developing the individual's programming and treatment needs during their incarceration and include goals and objectives. The pre-release plan is to be approved by the Administrator of Classification. Classification staff will review the pre-release plan with the inmate. The inmate must sign the plan. If the inmate refuses to sign the plan, the plan will be processed and a notation regarding the inmate's refusal to sign will be noted.
  10. After final approval of the pre-release plan, it is the inmate's responsibility to fulfill, complete, participate in and show documentation of all program requirements and recommended areas as having been completed in a satisfactory manner.
- H. The reception process shall be completed within 30 days of admission making sure all new inmates are exposed to all orientation segments. All inmates must sign a written, dated statement upon completion of the orientation process.
- I. If an inmate cannot understand English, the Case Counselor/Case Manager will arrange for an interpreter to ensure the inmate understands the orientation process and can communicate their problems and needs. If a literacy problem exists a staff member will assist the inmate to understand the orientation process.
- J. Inmates in the reception process shall have scheduled exercise time and access to religious programming.

REFERENCES:

Standards for the Administration of Correctional Agencies

Second Edition Standards

**2-CO-4A-01; 2-CO-4B-01, 2-CO-4B-03**

Standards for Adult Correctional Institutions

Fourth Edition Standards

**4-4286 thru 4289; 4-4291; 4-4295; 4-4302 thru 4303; 4-4442  
44444; 4-4457**

Standards for Adult Community Residential Services

Fourth Edition Standards

**4-ACRS-5A-01**

Standards for Adult Probation and Parole Field Services

Third Edition Standards

Other

Attachment

KENCH/pf

**UNIT RECLASSIFICATION BOARD**

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

You are scheduled for a Unit Reclassification board on \_\_\_\_\_ to review your work performance reports, disciplinary record and programming progress. You have the right and are encouraged to participate, however, please indicate below whether or not you want to be present during the review and return this notice to my office by: \_\_\_\_\_

\_\_\_\_\_ I want to be present during the review.

\_\_\_\_\_ I do not want to be present during the review.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**NOTICE: YOU MUST ATTEND AT LEAST ONE CLASSIFICATION BOARD ANNUALLY.**

Original to inmate

Copy to Offender Records

Copy to Unit Manager