



Plymouth County
Sheriff's Department

Joseph D. McDonald, Jr.
Sheriff

Policy
420

Number of Pages
5

Related Standards

MGL: c. 124, §1 (d&q); c. 127, § 1A, 21, 22, 49A, 49C, 86F, 86G

103 CMR: 900.06; 926.03, (6&7); 940.01; 942

ACA : 4-ALDF-1A-09. 10 / 2A-19, 21, 22, 25, 27, 30-36, 46, 48, 49 / 7D-20

CLASSIFICATION PLAN

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DATE: 5-10-2021

I. CLASSIFICATION PLAN

- A. The Plymouth County Correctional Facility (PCCF) will develop and implement a written plan for inmate classification. The Superintendent or designee will develop written procedure that provides for classification in terms of custody required, housing assignment and participation in correctional programs.
- B. The written plan will include but not be limited to the following:
 - 1. Criteria used to determine assignment;
 - 2. Minimum requirement in classification;
 - 3. Procedures for classification;
 - 4. Appeal process for classification decisions; and
 - 5. Staff responsibilities.

II. CRITERIA

The Classification Plan will include written procedures of specific criteria used to determine the inmate's classification assignments. Such criteria will include but not be limited to:

- A. Age;
- B. Sex;
- C. Tendency for violent, disruptive behavior;
- D. Sentence and any pending court actions;
- E. Type of crime;
- F. Prior incarceration at a correctional facility;
- G. Prior criminal history;
- H. Level of education;
- I. Need for protective custody; and
- J. Employment history and skills.

III. MINIMUM REQUIREMENTS

At a minimum, the Classification Plan will include:

- A. Awaiting trial inmates will be housed according to statute, separate from sentenced inmates; protective custody and special management units.
- B. Inmates assessed as having special needs (e.g., mentally ill, drug addicts, handicapped, emotionally disturbed, and chronically ill) will be managed, and where necessary, housed separately;
- C. Inmates who: because of their criminal record, the nature of the charges pending against them, their behavior within the facility or other reliable and relevant information, are determined to be a threat to persons, property, or the security of the facility, or in need of protection from other inmates, will be housed separately from inmates in the general population in a living area operated in accordance with suitable security procedures;

- D. Inmates will not be segregated by reasons of race, religion, political views, handicap, sex, or national origin
- E. Inmates will be classified in appropriate levels of security that will include but not necessarily be limited to the following:
1. Maximum Security - A security level in which both the design/ construction as well as inmate classification reflect the need to provide maximum external control and supervision of inmates primarily through the use of high security perimeters and extensive use of internal physical barriers and checkpoints.
 2. Medium Security - A security level in which both the design/ construction as well as inmate classification reflect the goal of restoring to the inmates some degree of responsibility and control of their own behavior and actions, while still ensuring the safety of the staff and other inmates.
 3. Minimum Security - A security level in which both the design/ construction as well as inmate classification reflect the goal of returning to the inmate a greater sense of personal responsibility and autonomy while still providing for supervision and monitoring of behavior and activity.
- F. The PCCF does not operate a work release program pursuant to the provisions of MGL c.127, ss.86F-86G.

IV. CLASSIFICATION PROCEDURE

- A. The Classification Plan will include the following minimum procedures:
1. Obtaining as much information about the inmate upon admission as soon as possible, to include, solicited pre-institutional assessment information to become familiar with the inmate's history and for designing an individual classification plan;
 2. Maintaining complete and accurate case record information as required on each inmate for use during classification hearings, decisions, and reviews as follows. Procedures are established to safeguard legally privileged or confidential information. The records contain at a minimum:
 - a. Classification and reclassification decisions;
 - b. Reports of disciplinary actions, grievances, incidents, and crimes committed while in custody;
 - c. Medical and mental health information relevant to classification; and
 - d. Information on work or study release, when applicable.
 3. Assigning a caseworker to each housing unit, to ensure newly admitted inmate, within seventy (72) hours, has had appropriate intake and admission procedures are completed, and to assist the inmate with initial classification activities.
- B. The Classification Plan will provide for a classification hearing for all sentenced inmates held beyond thirty (30) days which includes, at a minimum, the following:
1. Inmates will be given notice forty-eight (48) hours prior to any classification hearing. Such notice may be waived by the inmate in writing;
 2. Initial classification hearings will consist of, at a minimum, the following:
 - a. Notice of hearing;
 - b. Case presentation by caseworker;
 - c. Inmate presentation;
 - d. Recommendations of a Classification Board; and
 - e. Written summary of the classification decision.
 3. All inmates scheduled for a hearing should appear at the hearing unless precluded for security or other substantial reasons, and such absence will be documented;

4. Classification recommendations concerning housing placement and program participation are based on eligibility, suitability and other relevant information. Recommendations will include a date upon which the case will be reviewed again; and
 5. The classification recommendation will be reviewed by the Superintendent or designee, and a decision of security level, housing assignment, and program participation will be made within ten (10) days after receipt of the Classification Board's recommendation.
- C. The Classification Plan will include written procedures to provide for regular review of each inmate's classification status which will include, but not be limited to, the following:
1. A written review at least every sixty (60) days to monitor adherence to the individual classification plan;
 2. A procedure for specifying the conditions under which inmates may initiate reviews of their classification status; and
 3. Procedure and criteria for changing an inmate's status. Any change in status will be subject to a review by the full Classification Board within twenty (20) days of such a change in status.
- D. The Classification Plan will include written procedures for notifying the inmate of the classification decision and will include the following:
1. All inmates will be notified verbally of the Classification Board's recommendations;
 2. A formal notification within ten (10) days which includes the classification decision, the signatures of the hearing chairperson, signature of the Superintendent or designee, and the date of the next review;
 3. Upon receipt, the inmate will sign the notification which verifies receipt and knowledge of the decision; and
 4. The specific reasons for reclassification may be withheld from the inmate if knowledge of this information by the inmate would present a threat to the safety of an individual or the security or order of the facility.

V. APPEALS

The Classification Plan will provide written procedures for an appeal process to the Superintendent or designee that includes:

- A. A procedure for inmates to appeal to the Superintendent or designee within five (5) working days of receipt of the decision; and
- B. A written response to the inmate's appeal within ten (10) days of receipt of the appeal.

VI. STAFF RESPONSIBILITIES

The Classification Plan will include written procedure governing staff responsibilities and will include but not be limited to the following:

- A. The appointment of an ADS of Classification, or a designated staff member, who is responsible for administering the Classification Plan;
- B. The Superintendent will designate appropriate, relevant, and trained staff from various areas of the facility to serve as members of the Classification Board. Each classification board will consist of a minimum of three (3) members, one of which will be correctional security staff.
- C. All staff will receive orientation to the current Classification Plan, and staff responsible for implementation of the plan will be trained in the plan;

D. Staff assistance will be available to inmates throughout the classification process.

VII. SPECIAL MANAGEMENT INMATES

PCCF 421 provides that inmates in special management units, (administrative segregation and protective custody), are reviewed, by the appropriate personnel every seven (7) days for the first two (2) months, and at least every thirty (30) days thereafter. The review process utilized by the appropriate personnel to release an inmate from administrative segregation or protective custody is included.

VIII. APPLICABILITY

This policy applies to all department employees and inmates.

IX. RESPONSIBLE STAFF

The Superintendent or his designee will be responsible for implementing and monitoring this policy.