

CHAPTER I

ADMISSION, ORIENTATION, AND CLASSIFICATION

I. ADMISSION AND ORIENTATION

Male inmates committed by the courts to the MDOC or returned as parole, probation, ISP, ERS, or suspension violators are first assigned to R&C at CMCF. Female inmates committed by the courts to the MDOC or returned as parole, probation, ISP, ERS, or suspension violators are first assigned to at CMCF 2B or CMCF 1A.

Upon completion of initial admission processing, inmates are transferred into housing units where they will complete further admission processing. This will include testing, background interviews, psychological evaluations, and an explanation of the rules and regulations which all inmates are expected to conform with and obey.

Prior to completion of initial classification all male and female inmates are treated as Close custody (close supervision). Inmates remain in this category until they receive an assignment from the Initial Classification Hearing Officer and are transferred from the R&C Center, CMCF 2B or CMCF 1A to a permanent resident housing unit.

During Admission and Orientation inmates are given an introduction to the initial classification process, MDOC orientation, attend a class on HIV/AIDS, which explains the means of contracting the virus and prevention methods, have DNA testing, Prison Rape Elimination Act training, and are issued a copy of the MDOC Inmate Handbook.

Each correctional housing unit has a Case Manager and or Unit Administrator assigned to assist in answering questions, and should be the first points of contact in dealing with any matter concerning an inmate's stay at the R&C Center, CMCF 2B or CMCF 1A.

II. CLASSIFICATION (DEFINITION AND INTENT)

Classification is the systematic processing of inmates into one or more of the following assignments:

- Custody Status;
- Housing Unit;
- Educational Programs (Adult Basic Education/Vocational Training);
- Rehabilitation Program (Alcohol and Drug Treatment, Pre-Release); and or
- Medical Class.

Initial Classification

This process includes, but is not limited to the following.

1. Identification Process

Inmates are strip-searched and all free world clothing is confiscated. Personal property that is not included on the Allowable Items List is confiscated. All currency is confiscated, a receipt is issued, and the money is placed in the inmate's account. The inmate is allowed to shower, shave, receive a haircut, and state issue items (jumpsuit, underwear, socks, shoes, towels, sheets, pillowcase, soap, toothbrush, and toothpaste).

The inmate is photographed, fingerprinted, and issued state identification cards. Each inmate is given forms to complete that include the address of the facility for receiving personal mail and funds for his inmate account, and a religious information form for the Chaplain's Department.

The Security Threat Group Intelligence Coordinator interviews each inmate for the detection and identification of gang or unsanctioned group involvement.

After review by the security personnel of the identification department, the inmate's file is delivered to Case Management, and the inmate is placed on a pre-physical list for a medical and dental examination by the medical staff, and is scheduled for an initial classification hearing.

2. Physical Examination

Medical staff will examine each inmate upon entering the system. When the medical staff completes the commitment report, a Medical Class will be assigned to the inmate and documented in the report. The report is then forwarded to Case Management.

3. Psychological Evaluation

Each inmate will be tested, evaluated, and interviewed by the Psychological Department. From evaluations compiled during this process, the Initial Classification Hearing Officer assigns each inmate a classification within days after his arrival into the system. When the need for a more thorough evaluation exists, the Initial Classification Hearing Officer will recommend an appropriate housing assignment until the evaluation is completed.

B. Objective Classification System

Each inmate will be scored using the Objective Classification system during initial classification to establish a

custody rating upon his admission to the Mississippi Department of Corrections (MDOC). This custody rating is based upon an assessment of items that are scored on a numerical scale.

An inmate may be reassessed using the Objective Classification reclassification assessment to review and update his custody rating throughout his incarceration by the MDOC. The purpose of the reassessment process is to ensure the inmate is placed in the least restrictive environment while ensuring public safety and the security of the institutions, staff, and all inmates.

During this process, all relevant information concerning the inmate is evaluated in order to plan and implement a realistic and continuing program in line with the requirements of the institution/facility and the individual needs of the inmate.

The Initial Classification Hearing Officer will assign each inmate a custody level and classification status.

C. Classification Criteria

The Initial Classification Hearing Officer shall use the following criteria to assign each inmate a classification level:

- Age;
- Nature of offense and surrounding circumstances;
- Type of crime committed;
- Prior and current institutional conduct;
- Sentence data;
- Prior criminal history and NCIC;
- Personal and social factors;
- Escape history;
- Detainers;
- Red tag – Separation/Cautions;
- Disciplinary actions;
- Evaluations and recommendations;
- Security requirements;
- Education;
- Resident stability;
- Employment experience;
- Youth court, including juvenile criminal history; and or
- Knowledge obtained in personal interview.

D. Custody Designations

The Initial Classification Hearing Officer is responsible for designating a custody classification to each newly received inmate prior to initial assignment to a designated facility housing state inmates.

After assignment to a housing facility and after a reasonable period of observation, the Classification Hearing Officer will evaluate the inmate's pre-institutional assessment information, behavior and other relevant factors and recommend a custody change.

All privileges, to include level of supervision within and outside of the institution, access to programs, activities, jobs, canteen, visits, and telephone, are based on the inmate's custody level. When a decision is made regarding the custody, the inmate's privileges will be consistent with that custody.

The following are a list of the custody designations.

Minimum Custody

This is a custody which affords the inmates a more relaxed atmosphere and an extension of privileges. Minimum custody requires the ability to work satisfactorily with minimum supervision or security control. Minimum custody inmates will be placed in one of the following statuses.

- Community Minimum Status has the least security and supervision required of an inmate, and usually this type of inmate works in the community.
- Non-Community Minimum Status has the least security and supervision required of an institutionalized inmate, and usually this type custody is housed under minimum security circumstances and may participate in activities on institutional grounds without direct staff supervision. Off grounds, the inmate must be supervised by training correctional staff.

Medium Custody

This is a custody where the inmate has displayed a desire to be considered responsible and presents a moderate risk. Medium custody inmates are housed in a medium security correctional facility and must be under direct/constant armed correctional supervision when engaging in activities outside the perimeter of the correctional facility. Inmates are permitted to move about the housing unit or security work area, but are to be within direct observation of correctional staff.

Close Custody

This custody is the highest risk general population inmate and has one or more of the below risk factors:

- Risk of escape;

- Periodic demonstration as a threat to staff/inmates; and or
- Recent or serious disciplinary record.

Close custody required close supervision where the inmate must be under positive security control at all times.

Death Row

Inmates committed to the MDOC under a sentence of death and are housed in a facility/unit deemed appropriate by the MDOC Commissioner.

Death Row status requires the highest level of custody supervision available. Inmates in this status are precluded from assignment to a principal custody designation.

The classification system is also used to determine which facility inmates will be housed in and places them in housing units which are appropriate for their custody assignment. If inmates adjust poorly, they may be placed in higher security housing. If proper behavior is maintained, inmates will generally be placed in less restrictive housing.

E. MDOC Facilities and Custody Assignments*

Alcorn County Regional Correctional Facility	Medium
Bolivar County Correctional Facility	Medium
Carroll-Montgomery County Regional Correctional Facility	Medium
Central Mississippi Correctional Facility: Males & Females	Minimum, Medium, Close, Death Row
Chickasaw County Regional Correctional Facility	Medium
Delta Correctional Facility	Medium
East Mississippi Correctional Facility	Minimum, Medium, Close
George-Greene County Regional Correctional Facility	Medium
Holmes-Humphreys County Regional Correctional Facility	Medium
Issaquena County Regional Correctional Facility	Medium
Jefferson-Franklin County Regional Correctional Facility	Medium
Kemper-Neshoba County Regional Correctional Facility	Medium
Leake County Correctional Facility	Medium
Marion-Walthall County Regional Correctional Facility	Medium
Marshall County Correctional Facility	Minimum, Medium, Close
Mississippi State Penitentiary	Minimum, Medium, Close, Death Row
South Mississippi Correctional Institution	Minimum, Medium, Close
Stone County Correctional Facility	Medium
Walnut Grove Youth Correctional Facility	Minimum, Medium, Close
Wilkinson County Correctional Center	Minimum, Medium, Close
Winston-Choctaw County Regional Correctional Facility	Medium
Yazoo County Regional Correctional Facility	Medium

*A minimum number of Minimum inmates may be assigned to private and regional facilities based on need for support jobs.