I. POLICY

Jail Classification staff will regularly review an inmate’s classification and, as appropriate, revise such classification in view of changes in the inmate’s behavior or circumstances. Classification decisions may be appealed.

II. DEFINITIONS

None

III. GENERAL INFORMATION

A. The Classification Officer:

1. Will review an inmate’s classification every 45 days or in view of changes in the inmate’s behavior or circumstances.

2. May revise such classification, as appropriate, and will notify the inmate of any such change and the reasons for the change.

B. At any time, the Shift Supervisor, Lieutenant, Captain or Jail Commander may change an inmate’s classification for the safety and security of the jail.

C. The inmate is notified of any classification change and of the right to appeal the classification decision.

IV. PROCEDURAL GUIDELINES

A. The Classification Officer reviews the classification of an inmate:

NOTE: The PCSO Policies and Procedures are updated and maintained on the PCSO intranet site. The intranet site is the only updated policy manual. Any printed versions are to be considered outdated.
1. Every forty-five (45) days;
2. After the inmate is found guilty of a major rule violation; and/or,
3. When inmate requests such a review.

B. The Classification Officer:

1. Documents the classification review and any changes to the classification; and,
2. Informs the inmate of any change to the inmate’s classification and the reasons for the change, within twenty-four (24) hours thereof.

C. Inmate Appeal of Classification:

1. An inmate may appeal a classification decision by submitting a written request to the Security Lieutenant, explaining the basis of the appeal.
2. The Security Lieutenant reviews the appeal and responds in writing to the inmate within 72 hours, excluding holiday and weekends.
3. The inmate may appeal the decision of the Security Lieutenant by submitting a final appeal in writing to the Security Captain, explaining the basis of the final appeal.
4. The Security Captain reviews the final appeal and responds in writing to the inmate within 72 hours, excluding holidays and weekends.

Kevin Thom, Sheriff

Date