



MISSISSIPPI DEPARTMENT
OF
CORRECTIONS

POLICY NUMBER
22-01

AGENCY WIDE

CLASSIFICATION PLAN

INITIAL DATE
10-01-1997

ACA STANDARDS: 2-CO-4B-01, 2-CO-4B-03, 4-4295 thru 4-4305,
4-ACRS-5A-01, 4-ACRS-5A-02

EFFECTIVE DATE
07-01-2010

STATUTES: 47-5-99, 47-5-101, 47-5-103

NON-RESTRICTED

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POLICY:

It is the policy of the Mississippi Department of Corrections (MDOC) to develop a written classification plan for all offenders.

DEFINITIONS:

Institution/Facility Classification Authority – A designee(s) of the MDOC Commissioner who is responsible for the implementation of those classification actions deemed critical to the correctional management of the agency's offender population.

PRECEPTS:

Institution/Facility Classification Authority

The Institution/Facility Classification Authority for each classification action will be governed by the Classification Flow Chart.

Director of Offender Services

The Director of Offender Services will develop a classification plan that specifies the objectives of the classification system.

Adult Community Residential Services: **An objective assessment of each offender's risk and need, specifies the type of program needed and provides for regular review [4-ACRS-5A-01].**

Adult Community Residential Services: **Offenders are provided with interventions targeted to factors that relate to their individual criminal behavior [4-ACRS-5A-02].**

Administration of Correctional Agencies (Central Office): **Written agency policy provides that all inmates/juveniles/residents are classified into the most appropriate security and program level. The policy covers the following:**

- **classification plans**
- **classification status review**
- **parole progress reports**
- **special needs [2-CO-4B-01].**

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Written policy, procedure, and practice provide for a written inmate classification plan. The plan specifies the objectives of the classification system and methods for achieving them, and it provides a monitoring and evaluation mechanism to determine whether the objectives are being met. The plan is reviewed at least annually and updated as needed [4-4295].

The classification system specifies the level of custody required and provides for a regular review of each classification [4-4296]. The classification plan provides for maximum involvement of representation of relevant institutional programs and the inmate concerned in classification reviews [4-4297].

The institution or parent agency solicits and uses pre-institutional assessment information regarding the inmate's progress and adjustment [4-4298].

At initial classification, each inmate is assigned to a staff member to ensure supervision and personal contact; a unit management team may perform this function [4-4299].

The written plan for inmate classification specifies that each inmate's classification status is reviewed at least every 12 months [4-4300].

The classification plan specifies criteria and procedures for determining and changing an inmate's program status; the plan includes at least one level of appeal [4-4301].

Written policy, procedure, and practice require that unless precluded for security or other substantial reasons, all inmates appear at their classification hearing and are given notice 48 hours prior to the hearing; such notice may be waived by the inmate in writing [4-4302].

Written policy, procedure, and practice specify the conditions under which an inmate can initiate a review of progress and program status [4-4303].

The classification plan specifies that prior to a parole hearing a progress report is made available to the paroling authority. The report includes a current and complete history of the inmate's activities in the institution and a proposed parole plan [4-4304].

Written policy, procedure, and practice provide for identification of special need inmates [4-4305].

Written policy, procedure, and practice provide for a system that identifies and monitors the movements and activities of inmates who pose a significant concern to the safety, security and orderly management of correctional institutions. This system should ensure that appropriate staff is made aware of these, and that procedures exist to ensure information is current and communicated in a timely fashion [4-4312-1].

Custody Levels

The Director of Offender Services will establish custody levels to be used in all facilities with the approval of the Deputy Commissioner of Institutions and the Deputy Commissioner of Community Corrections.

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Each custody level will be clearly defined. They will include, but not be restricted to:

- Type of offenders allowed
- Particular custody classification
- Housing requirements
- Privileges
- Restrictions


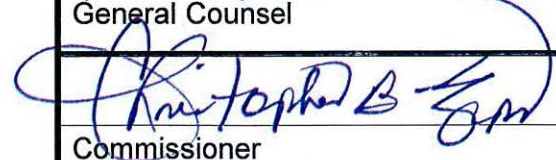
Appeal Process

Administration of Correctional Agencies (Central Office): **Written agency policy provides for a classification review and appeal process [2-CO-4B-03].**

The Commissioner or designee will establish an appeal system and rules for the appeal process.

DOCUMENTS REQUIRED:

As required by this policy and through the chain of command.

ENFORCEMENT AUTHORITY	
All standard operating procedures (SOPs) and/or other directive documents related to the implementation and enforcement of this procedure will bear the signature of and be issued under the authority of the Deputy Commissioner of Institutions.	
Reviewed and Approved for Issuance	 6/18/2010 General Counsel Date
	 06/22/10 Commissioner Date