

**MARIN COUNTY SHERIFF'S DEPARTMENT  
CUSTODY DIVISION POLICY AND PROCEDURE MANUAL**

**CHAPTER 4 - HOUSING**  
CUS -4-5  
PAGE 1 of 2

March 15, 2018

---

**INMATE CLASSIFICATION REVIEW**

---

**POLICY**

After the initial 72 hour placement, Protective Custody inmates will have their classification status reviewed every 30 days and Administrative Segregation inmates will have their classification status reviewed every 15 days. All changes in classification status will be processed by the Classification Deputy and reviewed by the Classification Sergeant.

**PROCEDURE**

The Classification Deputy will conduct an initial 72 hour placement review on all inmates who are classified Administrative Segregation or Protective Custody.

The Classification Deputy will maintain a daily list of inmate names and jail identification numbers that are classified as Protective Custody or Administrative Segregation that need review. The Classification Deputy will review the Pod Beat Book, Management Note's tab in CMS, Incident Report and ARS.

If there is substantial log activity regarding the inmate, the Classification Deputy will talk with the Pod Deputy and also interview the inmate. If the Classification Deputy feels a classification change is necessary, the Classification Deputy will change the inmate's classification to the appropriate status. The Classification Sergeant will review any changes made to the inmate's classification. If changes are made to an inmate's classification, the Classification Deputy will update the inmate's classification status in CMS under the Decision Tree tab. The Classification Deputy will notify the inmate and the Pod Deputy regarding the change in status. If the inmate's behavior justifies a behavior contract, the Classification Deputy will explain its purpose to the inmate and ensure that the document is understood. Both the Classification Deputy and the inmate will sign the form and the original will be placed into the inmate's file. All behavior contracts will require prior approval from the Classification Sergeant.

After the Classification Deputy has completed the review of the inmate's classification and there is no change, the Classification Deputy will access the Decision Tree screen in CMS and "No Change" will be entered under the Remarks tab. A next review date will be scheduled by the Classification Deputy. Administrative Segregation inmates will have their classification reviewed every 15 days and Protective Custody inmates will be reviewed every 30 days.

Inmates who are classified as General Population, Medical or Mental Health will not have their classification reviewed unless they are sentenced to 60 days or more and have submitted a written request no more than once every 30 days. The Classification Deputy will review all written inmate requests regarding classification reviews. Any inmate that has been re-classed to Administrative Segregation or Protective Custody due to an event that has occurred, the Deputy will notify the

Classification Unit.

An inmate who requests a change in their Mental Health classification status will be reviewed by the Pod Deputy and Psych staff if their behavior appears to warrant either an upgraded or down graded sub classification. A Mental Health inmate's sub classification can be changed at any time staff agrees there is a need. Mental Health inmates will not be reviewed by the Classification Unit unless their behavior warrants a re-class to Administrative Segregation.

**RELATED STANDARDS:**

Chapter 4 Section 1

Chapter 4 Section 7

**DATE REVISED**

08-21-99

08-06-08

**DATE REVIEWED**

03-15-18

By order of

JAMIE SCARDINA  
BUREAU COMMANDER