

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

CHAPTER 4 - HOUSING
CUS - 4 - 9

DATE
03/13/18

PAGE 1 OF 2

CLASSIFICATION REVIEW FOR ADMINISTRATIVE SEGREGATION

POLICY

Administrative Segregation inmates will have their classification reviewed by the Classification / ISU Deputy no sooner than 72 hours from initial placement and every 15 days thereafter. The Classification Sergeant shall approve all classification reviews.

PROCEDURE

The Classification / ISU Deputy will maintain a daily list of inmate names and jail identification numbers who are classified as Administrative Segregation that need a 72 hour or 15 day review.

The Classification / ISU Deputy will review the Pod Beat Book and the Management Notes in CMS. The Classification / ISU Deputy will determine whether an interview is necessary. If an interview is needed, the Classification Deputy will conduct the interview in a private interview room. If the Classification Deputy feels a status change is necessary, the Classification Deputy will change the inmate's status to the appropriate classification. 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 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 approval from the Classification Sergeant.

A housing level MRD will be notified to facilitate the housing change. All Administrative Segregation inmates whose classification status has been changed will have the correct color of uniform on before they are placed into their new housing assignment.

If the Classification / ISU Deputy has completed the review of the inmate's classification and there is no change, the Classification Deputy will create a new Decision Tree entry in CMS and document the reasons why no change was made, under the Remarks tab. The next 15 day review date will be scheduled by the Classification / ISU Deputy.

RELATED STANDARDS:

Title 15, Article 5, Section 1050
Chapter 4, Sections 1, 8

DATE REVISED:

08/03/94
08/07/08

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3/13/18

By order of

JAMIE SCARDINA
BUREAU COMMANDER