



State of Indiana
Indiana Department of Correction

Effective Date

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01-04-101

**POLICY AND ADMINISTRATIVE
PROCEDURE**
Manual of Policies and Procedures

Title

ADULT CLASSIFICATION

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Replaces:
IC 11-8-2-5(a)(5) IC 11-13-3-9 IC 11-8-2-5(a)(8) IC 11-13-3-10 IC 11-10-1-2 IC 34-28-2-1.5 IC 11-10-1-3 IC 35-38-3-2 IC 11-10-1-4 IC 35-38-3-5 IC 11-10-1-6 IC 35-38-3-6 IC 11-10-1-7. IC 35-38-6-2 IC 11-10-3-2 IC 35-38-6-3 IC 11-10-4-3 IC 35-38-6-9 IC 11-10-4-4 IC 35-33-11-1 IC 11-10-8-2 IC 35-50-1-7 IC 11-10-8-3 IC 35-50-6-3 IC 11-10-8-5 IC 35-50-6-3.3 IC 11-10-8-9 IC 35-50-6-4 IC 11-10-9-2 IC 35-50-6-5 IC 11-10-11.5 IC 35-50-6-6 IC 11-13-3-8	01-04-103 01-04-104 01-06-101 01-07-101 01-08-101 02-01-106 02-01-107 02-01-111 02-02-101 02-04-101 02-04-102 02-04-104	01-04-101 Section I and II (Eff. Date 11-1-2015 / ED # 15-57)

I. PURPOSE:

The purpose of this policy and administrative procedure is to establish an organized classification system for receiving, processing and assigning incarcerated adults committed to the Department of Correction that will prepare each incarcerated individual for a successful re-entry into the community.

II. POLICY STATEMENT:

The Department of Correction shall establish a classification system for committed adults based on the uniform application of objective standardized information concerning the incarcerated adult. The appropriate classification of incarcerated individuals will enhance short-term and long-range planning and development both in the Department as a whole and within each facility. Such a structured classification system will ensure that incarcerated individuals are assigned to appropriate groups based on concerns for:

- Public safety;
- Safety of staff;

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- Safety of incarcerated individuals;
- Educational, health and personal needs and identified program, training and re-entry readiness needs of incarcerated individuals that lead to successful re-entry into the community; and,
- Agency and/or Facility management.

The Department shall utilize all available pertinent information concerning the incarcerated individual throughout the classification process. This information must meet the minimum standards established by the Department and shall include:

- Economic and social history, educational, medical, risk and special needs;
- Circumstances surrounding the present commitment;
- Criminal history; and,
- Conduct and progress reports relating to confinement.

The classification and assignment of the incarcerated individual shall be consistent with statutory provisions and developed so that placement objectives may be achieved.

The Department shall designate facilities or admission and orientation (A&O) units within facilities as units to receive and process committed offenders.

An incarcerated individual's classification and assignment shall be reviewed annually by the Department to determine the appropriateness of such classification and assignment. In addition, an incarcerated individual shall have the right to request a classification review pursuant to departmental procedure. An incarcerated individual shall have the opportunity to present pertinent information to the Department prior to any facility or program assignment and shall have the opportunity to discuss all aspects of the evaluation, classification and assignment process, including the right to appeal a classification or assignment decision.

The classification system shall incorporate, in a collateral role, under the direction of the Division of Policy Development and Accreditation, a Department-wide auditing process to provide for the ongoing evaluation of classification issues.