

| | | | |
|--|----------------|-------|-------------|
| POLICY AND ADMINISTRATIVE PROCEDURE | | | |
| Indiana Department of Correction | | | |
| Manual of Policies and Procedures | | | |
| Number | Effective Date | Page | Total Pages |
| 01-04-101 | 6/1/2022 | III-1 | III-7 |
| Title | | | |
| ADULT OFFENDER CLASSIFICATION | | | |

III. DEFINITIONS:

For the purpose of this policy and administrative procedure, the following definitions are presented:

- A. **ABSCOND:** The documented, and identified, unauthorized departure of an individual from probation or parole supervision.
- B. **ABSTRACT OF JUDGMENT:** Legal document originating from the sentencing court that legally commits an offender to the Department of Correction.
- C. **ACCRUED TIME:** The amount of time that a person is imprisoned or confined.
- D. **ADMINISTRATIVE RESTRICTIVE STATUS HOUSING:** An assignment designation pursuant to Policy and Administrative Procedure 02-01-111, "The Use and Operation of Adult Offender Administrative Restrictive Status Housing Units."
- E. **ADMISSION AND ORIENTATION UNIT (A&O):** A designated housing area established to facilitate the entry of an offender into a correctional facility.
- F. **ADMISSION SUMMARY:** A written synopsis of offender classification data generated at an Intake Unit during the admission and diagnostic process.
- G. **ANNUAL CLASSIFICATION REVIEW:** The yearly evaluation of the needs and requirements of each offender to determine the appropriateness of the offender's facility assignment, custody, and security levels.
- H. **APPEAL:** The procedure for an offender to have an administrative decision reviewed within the Department.
- I. **ASSIGNMENT:** The intra-facility placement of an offender in a specific educational program, job, or similar activity by an authorized staff person or committee.
- J. **ASSIGNMENT AREA:** A program or work entity in which an offender may be placed by an authorized staff person or committee. An assignment

| | | | |
|--|----------------|-------|-------------|
| POLICY AND ADMINISTRATIVE PROCEDURE | | | |
| Indiana Department of Correction | | | |
| Manual of Policies and Procedures | | | |
| Number | Effective Date | Page | Total Pages |
| 01-04-101 | 6/1/2022 | III-2 | III-7 |
| Title | | | |
| ADULT OFFENDER CLASSIFICATION | | | |

may include one, or more, activities, jobs, or tasks.

- K. **CASE PLAN CREDIT TIME PROGRAM (CPCT):** An earned credit time cut structure that is driven by the needs indicated in the Indiana Risk Assessment System (IRAS) and incentivized through the individual case plan to provide each individual the opportunity to earn the maximum credit time, as allowed by law.
- L. **CLASSIFICATION COMMITTEE:** A designated individual or group of Department staff persons charged with responsibilities relative to the offender classification procedures and operation of Classification Hearings.
- M. **CLASSIFICATION DESIGNATION INSTRUMENT:** A quantitative instrument used as a tool in the determination of an offender's specific security level, custody level, and facility assignment.
- N. **CONCURRENT SENTENCES:** Two (2) or more sentences served simultaneously.
- O. **CONSECUTIVE SENTENCES:** Two (2) or more sentences served successively.
- P. **CREDIT CLASS (CC):** One of three (3) categories provided by Indiana statute to which an offender may be assigned or reassigned for the purpose of earning credit time.

For an offender who committed their offense prior to July 1, 2014, the following Credit Class definitions apply:

- (1) **Credit Class 1:** An offender assigned to Credit Class 1 earns one (1) day of credit time for each day the offender is imprisoned for the crime or confined awaiting trial or sentencing.
- (2) **Credit Class 2:** An offender assigned to Credit Class 2 earns one (1) day of credit time for each two (2) days the offender is imprisoned for a crime or confined awaiting trial or sentencing.
- (3) **Credit Class 3:** An offender assigned to Credit Class 3 earns no credit time.
- (4) **Credit Class 4:** A Credit Restricted Felon (CRF) (i.e., an offender convicted of one of a number of offenses outlined in Indiana Code 35-31.5-2-72 and identified as such by the sentencing court) is assigned to Credit Class 4 and earns one (1) day of credit time for

| | | | |
|--|----------------|-------|-------------|
| POLICY AND ADMINISTRATIVE PROCEDURE | | | |
| Indiana Department of Correction | | | |
| Manual of Policies and Procedures | | | |
| Number | Effective Date | Page | Total Pages |
| 01-04-101 | 6/1/2022 | III-3 | III-7 |
| Title | | | |
| ADULT OFFENDER CLASSIFICATION | | | |

every six (6) days the offender is imprisoned for a crime or confined awaiting trial or sentencing.

For an offender who committed their offense on or after July 1, 2014, the following Credit Class definitions apply:

- (1) Credit Class A: An offender assigned to Credit Class A earns one (1) day of credit time for each day served.
- (2) Credit Class B: An offender assigned to Credit Class B earns one (1) day of credit time for every three (3) days served.
- (3) Credit Class C: An offender assigned to Credit Class C earns one (1) day of credit time for every six (6) days served.
- (4) Credit Class D: An offender assigned to Credit Class D earns no credit time.

- Q. CREDIT TIME: The sum of a person's accrued time, good time credit, and educational credit.
- R. CURRENT COMMITMENT PERIOD: The period of time from the offender's earliest Effective Date of Sentence until the final discharge from all Department authority.
- S. DATE OF SENTENCE (DOS): The date that the sentence is imposed by the court or, if the court grants a delay, the date of sentence execution ordered by the court.
- T. DETAINER: A document which indicates a criminal justice agency's intent to assume custody of an offender for the purpose of a continuing court action.
- U. DISCHARGE: The final unconditional release of an offender from the jurisdiction of a criminal justice agency.
- V. DISCIPLINARY HEARING BODY (DHB)/HEARING OFFICER: An individual employee or body of employees which is responsible for considering conduct reports relating to offender behavior, and together with related evidence presented in a disciplinary hearing rendering a decision and recommending or imposing an appropriate sanction(s) upon a finding of guilt.
- W. EARLIEST POSSIBLE RELEASE DATE (EPRD): The date on which an

| | | | |
|--|----------------|-------|-------------|
| POLICY AND ADMINISTRATIVE PROCEDURE | | | |
| Indiana Department of Correction | | | |
| Manual of Policies and Procedures | | | |
| Number | Effective Date | Page | Total Pages |
| 01-04-101 | 6/1/2022 | III-4 | III-7 |
| Title | | | |
| ADULT OFFENDER CLASSIFICATION | | | |

offender would be entitled to discharge or release, taking into consideration:

- (1). The term of the sentence;
 - (2). The term of any other concurrent or consecutive sentence which the offender must serve;
 - (3). Credit time which the offender has earned prior to sentencing; and,
 - (4). The maximum amount of credit time which the offender would earn if the offender remained in the current credit class during the period of confinement.
- X. EARNED CREDIT TIME (ECT): The number of days earned by an offender during assignment to a specific credit class.
- Y. EDUCATIONAL CREDIT: A reduction in a person's term of imprisonment or confinement awarded for participation in an educational, vocational, rehabilitative, or other program.
- Z. EFFECTIVE DATE OF SENTENCE (EDS): The date as determined by the date of sentence less the jail time credit in days.
- AA. FIXED TERM OF INCARCERATION (FTI): The term of incarceration imposed by the court in days.
- BB. GENDER: The male or female division of a species, especially as differentiated by social and cultural roles and behavior.
- CC. GENDER IDENTITY: A person's internal, deeply felt sense of being male or female regardless of the person's sex at birth.
- DD. GOOD TIME CREDIT: A reduction in a person's term of imprisonment or confinement awarded for the person's good behavior while imprisoned or confined.
- EE. IDOC RECORDS IMAGING SYSTEM (IRIS): The Web-based program that facilitates the digital capture and storage of document images along with associated indexing data.
- FF. INcite OFFENDER MANAGEMENT SYSTEM: A secure website for use by Indiana's Courts, Clerks and other State agencies involved in the State's judicial process.

| | | | |
|--|----------------|-------|-------------|
| POLICY AND ADMINISTRATIVE PROCEDURE | | | |
| Indiana Department of Correction | | | |
| Manual of Policies and Procedures | | | |
| Number | Effective Date | Page | Total Pages |
| 01-04-101 | 6/1/2022 | III-5 | III-7 |
| Title | | | |
| ADULT OFFENDER CLASSIFICATION | | | |

- GG. INTAKE UNIT: A facility designated by the Commissioner to receive offenders from a court.
- HH. INTER-FACILITY TRANSFER: The movement of an offender between facilities, or sub-facilities at designated facilities, requiring a Transfer Authority.
- II. INTRA-FACILITY TRANSFER: The reassignment of an offender within a facility, involving a job or housing assignment, not requiring a Transfer Authority.
- JJ. INTERSEX: A condition usually present at birth that involves reproductive, genetic, or sexual anatomy that does not seem to fit the typical definitions of female or male. Intersex identification does not necessarily mean the offender also identifies as Transgender.
- KK. MAXIMUM RELEASE DATE (MRD): The release date of an offender at the expiration of the fixed term of incarceration.
- LL. MONITORING: The approved monitoring (separatee) assignment of offenders in the custody and control of the Department who cannot come in direct contact with other specified offenders.
- MM. OFFENDER / INCARCERATED INDIVIDUAL: A person committed to a department of correction (federal, state, or local) and housed or supervised in a facility either operated by the department of correction or with which the department of correction has a contract, including an adult or juvenile under parole supervision; under probation supervision following a commitment to a department of correction; in a minimum-security assignment, including an assignment to a community transition program.
- NN. OFFENDER MONITORING: The Department's procedures to monitor and control the transfer and movement activities of certain offenders who present special management needs in accordance with the policy and administrative procedure for Policy 01-04-106, Offender Monitoring Program.
- OO. OFFENDER PACKET: The official offender record maintained at the facility where the offender is housed during a period of confinement.
- PP. PAROLE: The administrative conditional release of an offender from a

| | | | |
|--|----------------|-------|-------------|
| POLICY AND ADMINISTRATIVE PROCEDURE | | | |
| Indiana Department of Correction | | | |
| Manual of Policies and Procedures | | | |
| Number | Effective Date | Page | Total Pages |
| 01-04-101 | 6/1/2022 | III-6 | III-7 |
| Title | | | |
| ADULT OFFENDER CLASSIFICATION | | | |

facility prior to the expiration of the sentence.

- QQ. PAROLE REVOCATION: The administrative action of the Parole Board removing an offender from parole status.
- RR. PAROLE VIOLATOR: An offender who has been found by the Parole Board to have violated one or more conditions of parole.
- SS. PRE-DISPOSITIONAL DIAGNOSTIC SERVICES: A court ordered evaluation of a convicted, but not yet sentenced person.
- TT. PRE-SENTENCE INVESTIGATION (PSI): A document provided by the committing court to the Department outlining an offender's criminal and social history.
- UU. PROBATION: A conditional release ordered by a court which allows the offender to serve a portion of a sentence under the court's supervision in lieu of incarceration with the Department.
- VV. PROBATION VIOLATION: An act found by a Court not to conform to conditions of probation.
- WW. PROJECTED RELEASE DATE (PRD): The completion date for an individual sentence at the expiration of the fixed term of incarceration less credit time.
- XX. PROTECTIVE CUSTODY (PC): A form of separation from the general offender population for offenders requesting or requiring protection from other offenders.
- YY. RE-ENTRY STAFF: Includes all staff who report to the Deputy Warden of Re-Entry.
- ZZ. SAFEKEEPER: An offender whom a court has determined cannot be managed in a local facility, and has ordered to the Department prior to sentencing.
- AAA. SENTENCE COMPUTATION AND RELEASE SECTION: A section within the Division of Classification in Central Office that assures accurate and timely computation of offender sentences and provides for the on-time release of offenders to the appropriate community supervision.

| | | | |
|--|----------------|-------|-------------|
| POLICY AND ADMINISTRATIVE PROCEDURE | | | |
| Indiana Department of Correction | | | |
| Manual of Policies and Procedures | | | |
| Number | Effective Date | Page | Total Pages |
| 01-04-101 | 6/1/2022 | III-7 | III-7 |
| Title | | | |
| ADULT OFFENDER CLASSIFICATION | | | |

BBB. SUPERVISOR OF CLASSIFICATION: The facility staff person who renders the final decision on all offender classification activities at the facility.

CCC. TECHNICAL PAROLE VIOLATOR: Any offender the Parole Board has found to have violated one, or more, rules of Parole, and ordered returned to custody without benefit of a new felony conviction.

DDD. TEMPORARY LEAVE (TL): A period of time in which an offender is authorized by the Facility Head to leave the facility.

EEE. TERM OF SENTENCE (TOS): The duration of a sentence as imposed by the sentencing court.

FFF. TRANSFER AUTHORITY (TA): A document which authorizes the inter-facility movement of an offender.

GGG. TRANSGENDER: A term describing persons whose gender identity and/or expression do not conform to the gender roles assigned to them at birth.

HHH. UNIT MANAGEMENT TEAM: a group of Re-Entry staff persons designated by the Facility Head responsible for overseeing an offender's Re-Entry process.

III. WORK/BUSINESS DAY: Any weekday Monday through Friday, excluding holidays.