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V. DEPARTMENT OF CORRECTION INTAKE UNITS: ADMISSION, EVALUATION, CLASSIFICATION, AND ASSIGNMENT PROCESS:

A. Intake Units: Designations:

The following facilities are designated by the Department as responsible for operation of intake units to process incarcerated adults committed by a legally constituted court:

<u>Facility</u>	<u>Abbreviation</u>	<u>Description</u>
Indiana State Prison	ISP	Process incarcerated males committed with a death sentence.
Indiana Women's Prison	IWP	Process incarcerated females committed with a death sentence
Reception-Diagnostic Center	RDC	Process all incarcerated male adults except those with a death sentence.
Rockville Correctional Intake	RTI	Process all incarcerated female adults except those with a death sentence
Pendleton Juvenile CF	PNJ	Process all male youth who have been sentenced as Youth Incarcerated as Adults.
LaPorte Juvenile CF	LPJ	Process all female youth who have been sentenced as Youth Incarcerated as Adults.

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B. Commitment to Department of Correction:

1. When a person convicted of a felony is sentenced to the Department, the court shall enter a copy of the “Abstract of Judgment / Commitment Order,” “Pre-sentence Investigation Report,” and other appropriate sentencing documents into the INCite System.

The “Abstract of Judgment / Commitment Order,” will include:

- a. The offense(s) for which the incarcerated individual is being incarcerated.
 - b. The length of the sentence(s) to be served noting any suspended portion.
 - c. The amount of Jail Time Credit (JTC) for number of days spent in confinement prior to sentencing.
 - d. Signature of Judge, unless documentation is obtained from InCITE
2. The judgment may specify the degree of security recommended by the court.
 3. The court will also send to the Department:
 - a. Pre-sentence Investigation (PSI) Report
 - b. Copy of any physical or mental examination reports.
 - c. Copy of any record of pleading and motions made pursuant to IC 35-35-2.

C. Intake Processing

1. The Department receiving facilities shall:
 - a. Receive the convicted person, safekeeper or incarcerated individual awaiting Pre-Dispositional Services.
 - b. Ensure that each incarcerated individual's “Abstract of Judgment / Commitment Order,” or court order is appropriately completed.
 - c. Change the status of the “Abstract of Judgment / Commitment Order,” in the InCITE Offender Management System Abstract Queue to “Processed by DOC.”

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2. Each Intake unit shall ensure that the “Abstract of Judgment / Commitment Order,” and the Pre-Sentence Investigation comply with statutory requirements, at the time the individual is delivered to the Department. If the “Abstract of Judgment / Commitment Order,” is not accurate and complete, the Classification Supervisor/designee shall notify the IDOC Director of Sentence Computation and Release of who shall render a decision whether to accept or reject admission of the individual to the unit. The Director of Sentence Computation and Release shall forward the decision to the Executive Director of Classification.

3. Credit Time Release Record
 - a. The incarcerated individual's sentencing information shall be entered into the offender information system.

 - b. Questions concerning commitment information may be resolved by contacting:
 - (1) The Supervisor of Classification.
 - (2) The committing court.
 - (3) The Central Office Sentence Computation and Release Unit.
 - (4) Department’s Division of Legal Services.

 - c. In the event that a Sheriff changed the incarcerated individual's credit class or credit time, they should inform the Department by presenting a document to the Intake unit at the time that the incarcerated individual is committed to the Department.
 - (1) The document should contain at minimum:
 - (a) County jail and address.
 - (b) Incarcerated individual 's name.
 - (c) DOC identification number, if known.
 - (d) Action taken by Sheriff.
 - (e) Date of action taken by Sheriff.
 - (f) Sheriff's signature.
 - (g) Date of document.

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(2) If no document is presented at the time of commitment, the Intake unit should conclude that there has been no change in credit class or credit time during the jail incarceration.

d. The Intake unit is to file the Detail Credit Time Calculation, OIS Report #52, in the incarcerated individual's facility packet.

4. Staff shall utilize the Sexual Violence Assessment Tool and assess an incarcerated individual through interviews and documentation to determine if the incarcerated individual is a potential sexual assault aggressor or potential sexual assault victim.

D. Capital Punishment:

The following facilities shall serve as the Department Intake Units for Capital Punishment individuals:

1. Indiana State Prison - Adult Males
2. Indiana Women's Prison - Adult Females

E. Safekeepers:

1. Whenever a facility is contacted by a court or sheriff's department about housing a safekeeper, the Warden or designee shall refer them to the Director of Operational Support Services. The Director / designee shall review the request, the Safekeeping Order, and complete State Form 47723 "Checklist for Safekeeper." They shall forward a recommendation to the Chief of Staff, or Deputy Commissioner of Operations for final approval. The Director / designee will advise the Court/Sheriff's staff of the designated per diem cost for housing and medical care which will be billed to the requesting county on a monthly basis.

2. In order to ensure that the county is kept informed, the facility employee assigned to monitor safekeeper accountability for the facility shall complete a report monthly advising as to the safekeeper's behavior, adjustment, medical condition, visits, and any other pertinent information. Additionally, this report shall

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include any costs that will be billed to the referring county for that monthly period, including housing and medical costs. This report shall be submitted to the Warden for review and approval and then forwarded to the County Sheriff. A copy of the report shall also be forwarded to the Director of Operational Support Services.

3. Safekeepers shall be classified to the least secure facility for which they properly qualify. The underlying principle shall be to consider what is in the best interest of the safekeeper, the community, and the Department. This will also ensure that adequate security and custody are maintained, in order that the safekeeper is available to the court when ordered. Safekeepers generally will be housed in Department facilities and not in contract facilities. However, safekeepers who present serious mental health issues may be housed at the New Castle Correctional Facility if it is determined they are in need of services in the psychiatric unit.
4. The procedure for maintaining safekeepers shall be consistent with the procedures for sentenced individuals.

F. Pre-Dispositional Diagnostic Services:

1. The following facilities are designated to conduct court ordered Pre-Dispositional Diagnostic Services:

<u>Facility</u>	<u>Abbreviation</u>	<u>Description</u>
Rockville Corr. Intake	RTI	Adult females who are convicted, but not yet sentenced.
Reception-Diag. Center	RDC	Adult males who are convicted, but not yet sentenced.

2. If the court commitment order is not accurate and complete, the Director of Sentence Computation and Release shall render a decision whether to accept or reject admission of the incarcerated individual for the services.

G. Release of Pre-Dispositional Incarcerated individual:

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1. The committing court shall be notified when the services have been completed. Arrangements for the return of the incarcerated individual to the custody of the court shall be specified.
2. The written findings and recommendations are to be provided to the Court upon completion of the Pre-dispositional Services.
3. Ensure the completion and distribution of State Form 23605, "Offender Transport Order."

H. Processing Incarcerated Individuals:

Each incarcerated individual shall be assigned staff designated to:

1. Interview the incarcerated individual.
2. Respond to the incarcerated individual's concerns.
3. Provide information including an overview of:
 - a. Intake Unit's relation to incarcerated individual and process of:
 - (1) Rules and Regulations.
 - (2) Diagnosis.
 - (3) Evaluation.
 - (4) Facility Program Assignment
 - (a) Classification committee.
 - (b) Supervisor of Classification.
 - (5). Transfer.
 - b. The Disciplinary Code for Adult Offenders, Policy and Administrative Procedure 02-04-101.
 - c. Department Programs:
 - (1) Educational/Vocational Services.

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- (2) Indiana Correctional Industries.
- (3) Work.
- (4) Health Services
 - (a) Dental.
 - (b) Medical.
 - (c) Psychological/psychiatric.
- (5) Religious Programs
- (6) Recovery While Incarcerated/Addiction Recovery Services and Treatment
- (7) Work/Study Release.
- (8) Re-Entry Process.
- (9) Sex Offender Management and Monitoring Program (SOMM)
- (10) Department Of Labor (DOL) Apprenticeship Programs
- (11) Time cut eligible programming
- (12) Non-Time cut eligible courses

d. Facilities

- (1) Names and locations.
- (2) Security levels and placement criteria.
- (3) Programs available.

e. Annual classification review.

f. Prison Rape Elimination Act (PREA).

g. Timely Information Promotes Safety (TIPS) Line.

4. Confer with the incarcerated individual concerning:

- a. Instant offense(s);
- b. Current sentence(s);
- c. Prior criminal history.
- d. Detainer(s) and warrant(s);
- e. Outstanding External Fees, if applicable;
- f. Jail Time Credit;

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- g. Credit class;
 - h. Credit time;
 - i. Projected release date;
 - j. Type of release;
 - k. Current gender expression (if applicable); and,
 - l. Incarcerated individual's Department-recognized gender identity.
5. Explain and supply the incarcerated individual with a copy of the "Adult Offender Arrival and Identification, OIS Report 070."
 6. Explain, complete, and supply the incarcerated individual with a copy of State Form 3494, "Limited Power of Attorney;"
 7. Explain, complete, and supply the incarcerated individual with a copy of State Form 46729, "Authorization to Release/Request Information;"
 7. Review the court commitment and supporting documents.
 8. Review the incarcerated individual's credit time and resolve any discrepancies.
 9. Contact the court or other source for:
 - a. Additional information
 - b. Clarification of information
 - c. Clarification of the status of detainers or warrants prior to the completion of recommendations. The warrant/detainer screens in the offender information system are to include all pending and sentenced offenses along with dispositions, if sentenced. If it is impossible to gain complete information prior to classification out of RDC or RTI, all information gathered is to be noted and the incarcerated individual is to be classified as if the warrant information is active and pending.
 10. Act as the incarcerated individual's staff contact.
 11. Confer with other staff concerning the incarcerated individual.

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12. Make referrals as needed to:
 - a. Custody.
 - b. Dental unit.
 - c. Medical unit.
 - d. Psychological unit.
 - e. Other.

13. Prepare the Diagnostic and Classification Summary.

14. Complete Sections I, II and IV of State Form 55913, "Objective Classification-Initial Instrument Worksheet." If an incarcerated individual meets all placement criteria for minimum security on the Classification Designation Instrument, they are to be considered for minimum security. If staff does not believe minimum security is appropriate, the reasons for a higher security level placement are to be noted.

- I. Evaluation Process-Committed Incarcerated Individuals, Safekeepers, and Pre-Dispositional Individuals:
 1. Intake units processing non-death penalty incarcerated individuals shall ensure that each incarcerated individual is evaluated through interviews and diagnostic tests. Incarcerated individuals are encouraged to take the tests, but no incarcerated individual shall be forced to take any test. Tests may be administered to assess the following:
 - a. Sexual Violence Assessment Tool (SVAT);
 - b. DNA;
 - c. Mental Health Evaluation; and,
 - d. Level of Substance Abuse, if applicable.

 2. In conducting the incarcerated individual evaluation, the Intake unit may use information supplied by external sources such as INCite, CMS, IRIS IDOC or County website, etc., if the information meets the Department's minimum standards for criminal offender evaluation.
 - a. Pre-sentence reports.
 - b. Pre-sentence memorandums filed by the incarcerated

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individual.

- c. Reports of pre-sentence mental or physical examinations.
- d. The record of the sentencing hearing.
- e. Other information forwarded by the sentencing court or other agency.

J. Evaluation Process-Capital Punishment:

Should the incarcerated individual's death sentence be commuted, the incarcerated male is to be transferred to the Reception-Diagnostic Center for diagnostic and classification processing. The incarcerated female shall be transferred to Rockville Correctional Intake for diagnostic and classification processing.

K. Classification and Diagnostic Summary:

The designated Intake Unit shall prepare a Diagnostic and Classification Summary Report located in the Adult Case Management System for newly admitted adults or Youth Incarcerated as Adult (YIA). Example summary is located in Appendix XV-G.

L. Classification and Assignment - Classification Committee:

1. Following the completion of the evaluation process, the incarcerated individual may be reviewed by the classification committee, which may be chaired by the Supervisor of Classification or designee, for recommendations of classification and assignment.

2. The chairperson, after reaching a recommendation, shall:

- a. Complete Section V of State Form 55913, "Objective Classification-Initial Instrument Worksheet." (except Safekeepers).
- b. Complete the State Form 3412, "Classification Hearing Report."
- c. Inform the incarcerated individual of the recommendations and provide the incarcerated individual a copy of the:

(1) State Form 55913, "Objective Classification-Initial

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Instrument (except Safekeepers or Inter-State Compact individuals).

(2) State Form 3412, "Classification Hearing Report."

- d. File the original copies of State Forms 55913 and 3412 and related materials in the incarcerated individual's packet, and scan and index them into the IRIS system.
- e. Submit the facility and Central Office packets and additional documents to the Warden.

M. Warden Action:

- 1. Cause a review of the classification committee's decisions.
- 2. Cause appropriate information to be scanned into IRIS.
- 3. Cause the following to accompany the incarcerated individual to the facility to which they are assigned:
 - a. Facility packet.
 - b. Personal property.
 - c. Medical and dental packet.
 - d. Inmate trust fund monies (May be sent with or expeditiously follow the incarcerated individual to the receiving facility.)
- 4. Provide a reception and orientation program for new incarcerated individuals upon admission. Except in unusual circumstances, initial reception and orientation of incarcerated individuals is completed within thirty (30) calendar days after admission (Intake Units Only: RDC, RTI, ISP [Death Row], IWP [Death Row), PNJ (Male YIA offenders), NCJ (Female YIA offenders).

N. Assigned Program Director/Classification Analyst Action:

- 1. Review Classification Designation Instrument.
- 2. Return Classification Designation Instrument for correction, if appropriate.
- 3. Determine final Classification Designation.
- 4. Determine facility assignment by issuing Transfer Authority.