



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

POLICY

APPLICABILITY
PRISON/REENTRY
FACILITY/SPANISH MANUALS

REVISION DATE
10/21/21

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NUMBER
DOC 300.380

TITLE
**CLASSIFICATION AND CUSTODY
FACILITY PLAN REVIEW**

REVIEW/REVISION HISTORY:

Effective: 7/1/89	Revised: 10/4/07 AB 07-025
Revised: 6/1/90	Revised: 11/1/07 AB 07-031
Revised: 1/19/93	Revised: 2/4/08
Revised: 8/16/93	Revised: 8/4/08
Revised: 11/1/95	Revised: 4/9/09 AB 09-012
Revised: 12/31/96	Revised: 10/17/11
Revised: 10/13/00	Revised: 4/14/14
Revised: 5/8/02	Revised: 3/7/18
Revised: 12/24/04	Revised: 1/1/19
Revised: 11/26/06	Revised: 8/12/19
Revised: 1/9/07 AB 07-001	Revised: 10/21/21

SUMMARY OF REVISION/REVIEW:

Updated terminology and adjusted for person-centered language throughout
 I.G. - Added single cell screening and assignment form use
 I.F., IV.C.1.b., and IV.C.1.c. - Adjusted timeframe from 5 to 6 years
 V.D.1.a.1), V.D.1.a.2), V.D.1.a.4), V.D.1.a.5), V.D.2.a.1), V.D.2.a.2)a), and V.D.6. - Adjusted
 timeframe from 4 to 6 years
 Added VI.H. regarding emergent/priority transfers
 Added VII.B.12 that an HCSC review is required when a single cell screening has been
 completed recommending a single cell assignment


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
 Department of Corrections

10/20/21

 Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A](#); [RCW 10.95.170](#); [RCW 71.24](#); [RCW 72.09](#); DOC 300.500 Reentry Center Screening; DOC 310.150 Reception, Initial Classification, and Custody Facility Plan; DOC 320.250 Maximum Custody Placement/Transfer/Release; DOC 320.105 Pre-Sentencing Reform Act (PAR) Hearings; DOC 320.400 Risk and Needs Assessment Process; DOC 330.600 Prisons Compact; DOC 350.100 Earned Release Time; DOC 350.110 Clemency; DOC 350.270 Extraordinary Medical Placement; DOC 350.300 Mutual Reentry Program; DOC 420.140 Cell/Room Assignment; DOC 490.700 Transgender, Intersex, and/or Gender Non-Conforming Housing and Supervision; DOC 490.820 Prison Rape Elimination Act (PREA) Risk Assessments and Assignments; DOC 630.500 Mental Health Services; Mental Health Transfer Procedure

POLICY:

- I. Classification is the management tool used to assign incarcerated individuals to the least restrictive custody designation that addresses programming and other needs, while providing for the safety of personnel, the community, and incarcerated individuals.
- II. The classification process provides for graduated release through a systematic decrease in supervision and corresponding increase in responsibility and reentry into the community. The process is designed to encourage participation in work, education, treatment, and other evidence-based programs.


DIRECTIVE:

- I. General Requirements
 - A. Initial classification, including scoring factors for Initial Custody Designation (ICD), will be conducted per DOC 310.150 Reception, Initial Classification, and Custody Facility Plan.
 - B. Classification reviews will determine custody designation, program needs and expectations, facility placement, and are documented in the Custody Facility Plan (CFP) in the electronic file.
 1. Reviews will be considered timely if completed within 30 days before or after the Next Review Date (NRD).
 2. Release plans and family need issues will be considered when determining facility placement.
 - C. Classification committees and reviews will include multidisciplinary participation from health services/mental health, work programs, intelligence and

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investigations, and other employees/contract staff involved in the individual's supervision/treatment when required by law or indicated in this policy.

- D. The Chief of Classification/designee will chair Headquarters Classification Unit reviews (e.g., Headquarters Community Screening Committee (HCSC), Washington State Penitentiary Baker/Adams/Rainier units) and be responsible for making final decisions.
 - E. For classification purposes, convictions for any offense classified as attempted, conspiracy, or solicitation will be treated the same as a conviction for the offense itself.
 - 1. A copy of the conviction criminal history record can be purchased from the Washington State Patrol by completing [Washington State Patrol Request for Conviction Criminal History Record](#).
 - F. The ICD will not be promoted for a period of 6 months for individuals within 6 years of their Earned Release Date (ERD), or for a period of 12 months for individuals with 6 years or more to their ERD, calculated from the Department time start.
 - 1. Custody will be promoted if the closure of a detainer, changes in an individual's health needs, or new criminal conviction information reveals the individual is eligible for a Level 2 facility or Reentry Center placement.
 - G. Case managers will complete a single cell screening on DOC 02-028 Single Cell Screening and Assignment per DOC 420.140 Cell/Room Assignment.
 - H. Individuals may be referred for MAX custody assignment per DOC 320.250 Maximum Custody Placement/Transfer/Release, regardless of custody level.
 - I. Individuals may request to review their progress or program status from the assigned case manager, who will determine if further action is necessary.
- II. Incoming Screening Committee
- A. Prisons that receive transfer manifests and Prisons that receive transfers from out-of-state will establish an incoming screening committee to review and evaluate incoming individuals, except routine transfers in Reception Diagnostic Centers (RDCs), MAX custody, and between Intensive Management Units (IMUs).
 - 1. At a minimum, committee membership will be multidisciplinary and include the following or their designees:

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- a. Correctional Program Manager (CPM),
- b. Captain or Administrative Lieutenant,
- c. Health Services Manager,
- d. Mental Health therapist, and
- e. Intelligence and Investigations employee.

B. Committee members will review each individual on the transfer manifest before the individual arrives at the receiving facility. The screening will include, at a minimum:


1. Work programming,
2. Needs evaluation information,
3. Safety/security concerns that may impact housing or programming,
4. History of predatory violence and/or predatory sexual offenses,
5. History of medical and/or mental health conditions that affect housing or programming or require immediate referral for medical/mental health services, and
6. Prison Rape Elimination Assessment (PREA) information per DOC 490.820 Prison Rape Elimination Act (PREA) Risk Assessments and Assignments.

C. Reviews will be documented on the Incoming Transport/Job Screening Checklist in the electronic file.

1. Before the individual's scheduled arrival date, the receiving facility will complete the Classification Review, STG/Protection/Threat Concerns, Medical Concerns, and Mental Health Concerns sections.
2. Within 30 days after the individual's arrival, the receiving facility will complete the Work/Volunteer and Summary sections.
3. Transfers from MAX custody to general population at the same facility will have the Incoming Transport/Job Screening Checklist completed within 3 days of transfer.

D. The CPM, Captain, Administrative Lieutenant, or higher rank will finalize the Incoming Transport/Job Screening Checklist.


III. Facility Risk Management Team (FRMT)

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- A. Classification reviews will be initiated by the case manager through an FRMT to address custody designation and transfers (i.e., targets), program expectations, needs, and facility placement recommendations. Privileges (e.g., visiting, Extended Family Visits, recreation, escorted leave) may also be addressed.
 1. A multidisciplinary FRMT must review all work program referrals, custody promotions, and any FRMT activities for individuals housed in mental health Residential Treatment Units.
 2. FRMT members may use the [Multidisciplinary/Facility Risk Management Team Job Aid](#) in their reviews.

- B. Participating team members will be documented in the Disciplines section of the CFP. The FRMT will include, at a minimum:
 1. The individual, unless participation is waived or it is an emergent/priority transfer,
 2. The assigned case manager,
 3. The Correctional Unit Supervisor (CUS)/Reentry Center Community Corrections Supervisor (CCS), and
 4. A custody/security representative, for classification reviews conducted in Prisons.

- C. An FRMT is only considered multidisciplinary when one or more of the following are included as members when relevant to the individual:
 1. Current or proposed work program supervisor for decisions related to work programs.
 2. Medical professional for individuals with a specific medical related PULHESDXTR “P” code of 4 or higher.
 3. Mental health therapist/designee, for individuals with a PULHESDXTR “S” code of 3 or higher and/or “H” code of 4.
 4. ADA Coordinator for individuals with a PULHESDXTR “L” or “X” code of 3 or higher or an “E” code of 2 or higher.
 5. Other program area supervisors who have direct supervision of the individual’s activities and knowledge of the individual’s behavior.
 6. Additional mental health and/or other employees/contract staff may be included to provide general input about areas of potential risk based on

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history for individuals with a documented history of predatory violence or predatory sexual offending.

D. DOC 05-794 Classification Hearing Notice/Appearance Waiver will be provided to the individual at least 48 hours before the review, unless prevented by security or other substantial reasons (e.g., emergent transfers).

1. The individual will be encouraged to attend the meeting.

a. If the individual declines to participate, the case manager will document the reason in the Recommendations section of the CFP.

E. Any concerns regarding work programs, treatment, education, evidence-based programs, or other activities presented after reviewing the individual's PREA Risk Assessment will be documented in the Summary/Statement field in the Classification Review section of the Incoming Transport/Job Screening Checklist, including any applicable mitigation strategies.

F. Decisions and/or recommendations will be documented in the Recommendations section of the CFP.

IV. Custody Facility Plans

A. In addition to classification reviews, CFPs may be used for purposes identified in the [Case Manager Custody Facility Plan Job Aid](#) and should be completed within 30 days from the date initiated, unless submitted to the Headquarters Classification Unit for approval.

1. Recommendations for custody promotions must be submitted as a Plan Change Review.

a. If an Ad Seg override is used, a Plan Change Review must be completed within 30 days of release from segregation.

2. Custody will only be demoted one level at a time (e.g., Medium demotes to Close), unless an override is approved.

3. If an individual is not targeted for custody promotion, the CFP will include an explanation.

4. All changes in custody or transfer recommendations must be approved by the CCS/Superintendent or designee at the CPM level or higher rank.

B. During each classification review, the case manager will:



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1. Update earned release time and establish good conduct time restoration plans per DOC 350.100 Earned Release Time.
2. Assess compliance with the Drug Offender Sentencing Alternative (DOSA) program for individuals sentenced under DOSA using DOC 07-038 Drug Offender Sentencing Alternative Compliance Review.
3. Update/enter programming points.
 - a. Individuals housed in RDCs will not lose programming points.
 - b. Points will only be awarded during a given calendar month after the Department time start.
 - c. Points will not be awarded during a given month:
 - 1) For any month earned time was not received.
 - 2) If there is a guilty finding for a 557, 745, or 810 infraction:
 - 3) If the individual is:
 - a) Placed in Restrictive Housing for 20 days or more in the same calendar month for misconduct or unverifiable protection concerns.
 - b) Out to court for 20 days or more in the same calendar month.
 - (1) The individual will be eligible for programming points once returned from court.
4. Correct any Custody Review Score (CRS) errors from previous CFPs.

C. Plan Change Reviews


1. Plan Change reviews will be used to document an individual's compliance with the current CFP and conducted:
 - a. Annually on the anniversary of the Department time start for individuals sentenced to Life Without Parole (LWOP).
 - b. Annually on the anniversary of the ERD for individuals 6 years or more to their ERD.

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- c. Every 6 months, or as targeted in a previous CFP, for individuals within 6 years of their ERD.
 - d. Anytime an unscheduled custody or facility placement change is indicated or recommended.
2. DOC 13-457 Intellectual Disability Review will be completed for individuals in Prison identified as intellectually disabled by the Department of Social and Health Services' Developmental Disabilities Administration.
 3. Within 12 months of the ERD, the case manager will refer to the [Case Manager Custody Facility Plan Job Aid](#) for guidance to complete a Reentry Plan in conjunction with the Plan Change Review.


V. Custody Level Designation and Eligibility

- A. Custody level designation will be based on the CRS. Deviations from the CRS require an override. A CRS will be calculated based on:
 1. Current custody level placement points assigned as follows:
 - a. 0 points - MAX
 - b. 2 points - Close
 - c. 5 points - Medium
 - d. 10 points - Minimum (i.e., MI3, MI2, MI1)
 - e. 15 points - MI1 currently housed in a Reentry Center
 2. Infraction behavior,
 - a. The CRS may be reduced by up to 20 points for a guilty finding for an infraction as follows:
 - 1) Category A infractions will result in a deduction of 20 points for a period of 24 months.
 - 2) A 633 and/or 704 infraction will result in a deduction of 15 points for a period of 12 months. All other category B infractions will result in a deduction of 10 points for a period of 6 months.
 - 3) Category C or D infractions will result in a deduction of 5 points for a period of 6 months.
 - b. Infractions resulting in a deduction of 20 or more points during a review period require evaluation for custody demotion. The CRS


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will only be calculated based on the current custody level to initiate an FRMT review.

3. Program behavior,
 4. Detainers, and
 - a. The custody score will be reduced by 10 points for any felony detainer when the sending jurisdiction will extradite or otherwise confirm the warrant.
 5. Escape history.
 - a. The CRS may be reduced by up to 15 points and points may be reduced for escape history as follows:
 - 1) Within 2 years will result in a deduction of 15 points.
 - 2) Between 10 years and 2 years and 1 day will result in a deduction of 5 points.
- B. Close Custody: CRS 0-39
1. A minimum of 2 years Close custody will be assigned for individuals sentenced for Murder 1 or sentenced to LWOP unless approved by the Secretary/designee.
 - a. After the 2 year mandatory period, individuals sentenced to LWOP may only be promoted and approved for transfer by the HCSC.
 2. Close custody will be assigned for one year from the Department time start for individuals sentenced for Murder 2.
 3. Individuals assigned an ICD of Close custody and have more than 7 years to their ERD may only be promoted to Medium custody at the next regularly scheduled review.
- C. Medium Custody: CRS 40-55
1. All Medium custody recommendations and facility placements for individuals sentenced to LWOP require multidisciplinary FRMT recommendation and approval from the HCSC.
 - a. Once promoted, a Plan Change Review is required any time there is a guilty finding for a serious infraction.

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2. Out-of-State Boarders will only be assigned to a less restrictive custody than Medium with written approval from the sending state through the Chief of Classification/designee.
- D. Minimum Custody: CRS 56 and above
1. Minimum Custody MI3
 - a. MI3 custody will be assigned for individuals who score Minimum and:
 - 1) Have more than 6 years to their ERD.
 - 2) Have less than 6 years to their ERD, and whose medical, dental, and/or mental health needs exceed the resources available at a Level 2 facility, or Reentry Center.
 - 3) Are under Indeterminate Sentence Review Board (Board) jurisdiction with a life maximum term and have not yet been found conditionally eligible for parole/release.
 - 4) Have less than 6 years to their ERD and any of the following felony warrants documented in the electronic file:
 - a) In-state County Detainer that has been formally filed
 - b) Detainer from out-of-state within extradition limits and has been formally filed
 - c) Immigrations and Customs Enforcement detainer
 - d) Federal detainer
 - e) Pending felony detainer copy
 - f) Juvenile detainer
 - 5) Have less than 6 years to their ERD and have been referred for civil commitment as a result of the End of Sentence Review Committee process.
 - b. Individuals sentenced to LWOP will only be assigned MI3 when recommended by a multidisciplinary FRMT and approved by the HCSC and the Senior Director of Case Management Services/designee.
 - 1) Once promoted, a Plan Change Review is required any time there is a guilty finding for a serious infraction.

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2. Minimum Custody MI2

a. MI2 custody will be assigned for individuals who score Minimum and:

- 1) Have 6 years or less to their ERD.
- 2) Are under Board jurisdiction and are:
 - a) Within 6 years of their statutory Maximum Expiration Date or have been found conditionally eligible for parole/release,
 - b) Recommended by the multidisciplinary FRMT, and
 - c) Approved by the HCSC.


b. Regardless of sentence structure, individuals may be referred for early placement at a Level 2 facility using a Long Term Minimum override for medical purposes if the following are met:

- 1) A written summary supporting the medical need for Long Term Minimum placement,
- 2) Multidisciplinary FRMT recommendation, and
- 3) Approval from the:
 - a) HCSC,
 - b) Senior Director of Case Management Services/designee, and
 - c) Assistant Secretary for Health Services/designee.

c. Individuals sentenced for Murder 1 may only be assigned MI2 through an approved mutual reentry plan per DOC 350.300 Mutual Reentry Program, or a Long Term Minimum override approved by the HCSC and Senior Director of Case Management Services/designee.

- 1) Notification detainers will not prohibit MI2 assignment.
- 2) Individuals receiving a commutation order from the Governor will transition per DOC 350.110 Clemency.


3. Minimum Custody MI1

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- a. MI1 custody will be assigned for individuals who score Minimum and:
 - 1) Are within 6 months of release,
 - 2) Meet the admission criteria per DOC 300.500 Reentry Center Screening,
 - 3) Have served any mandatory minimum term of confinement per RCW 9.94A.533 or RCW 9.94A.540,
 - 4) If currently committed for Murder 1, have a mutual reentry plan,
 - 5) Be approved through the Mental Health Transfer Procedure for a PULHESDXTR "S" code of 3 or higher.

4. Minimum Custody MIG
 - a. MIG custody will be assigned to individuals who are:
 - 1) Being placed in a Reentry Center as a participant in Graduated Reentry, and
 - 2) Are between 6 and 12 months to the ERD.

5. Individuals with a current or prior offense listed below may only be assigned MI2 or MI1 by the HCSC.
 - a. Murder 1 and 2
 - b. Assault 1
 - c. Assault of a Child 1 and 2
 - d. Homicide by Abuse
 - e. Kidnapping 1 and 2
 - f. Manslaughter 1 and 2
 - g. Rape 1 and 2
 - h. Attempt/Criminal Solicitation of Rape 1 and 2
 - i. Rape of a Child 1 and 2
 - j. Child Molestation 1 and 2
 - k. Indecent Liberties with Forcible Compulsion
 - l. Incest
 - m. Assault 2 with Sexual Motivation
 - n. Arson 1


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6. Individuals scoring Minimum custody who are within 6 years of their ERD and were previously referred for civil commitment as a Sexually Violent Predator may only be assigned MI1/MI2 by the HCSC.
7. Individuals who committed other sexually motivated offenses may be referred to the HCSC for Minimum custody assignment if, after review of the criminal descriptions or plea bargain agreement, the multidisciplinary FRMT or the Headquarters Classification Unit requests higher review.


VI. Facility Assignment and Transfer

A. Determining facility placement will be consistent with Department needs and:

1. Address safety and security issues, including separation and facility prohibitions.
2. Meet requirements of the individual's custody level designation and health service's needs.
3. Comply with DOC 630.500 Mental Health Services and the Mental Health Transfer Procedure located under Health Services on the Department's internal website.
 - a. Headquarters will not transfer an individual to a facility where the individual has medical or mental health conflicts unless both the sending and receiving facilities have reviewed and approved the placement as appropriate and documented in the CFP.
 - b. Individuals with a PULHESDXTR "S" code of 3 or higher transferring to general population from one facility to general population at another will be conducted as follows:
 - 1) The assigned case manager will contact the Headquarters Classification Unit to confirm eligibility and identify a receiving facility, then notify the individual's mental health therapist.
 - 2) The mental health therapist will notify the mental health therapist at the receiving facility using DOC 13-465 Mental Health Transfer Screening.
 - 3) When all signatures have been obtained, the case manager will document the transfer request by updating the CFP.

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- c. Transfers into/between Restrictive Housing do not require completion of DOC 13-465 Mental Health Transfer Screening or Mental Health Transfer Procedure.
- B. The following will be considered when making facility placement recommendations and decisions:
1. Programming to address risk/needs, crime-related and other disruptive behaviors, and court-ordered treatment requirements,
 - a. Individuals currently in substance use disorder treatment should not transfer until they have completed their current level of care.
 2. The individual's sentence and time left to serve, and
 3. Input/recommendations from Special Investigative Services.
- C. Transfers will be approved by the Headquarters Classification Unit and are final.
1. The receiving facility's Superintendent/CCS/designee may contact the Headquarters Classification Unit if there are concerns based on new information or a belief that an error has been made.
 - a. The Chief of Classification/designee will resolve the dispute or refer the case to the HCSC.
 2. The Headquarters Classification Unit may consult with the Headquarters Special Investigative Services Unit for placement of individuals involved in/suspected of being a member or affiliate of a Security Threat Group (STG) or participating in STG activities.
- D. Individuals will only be transferred to a same custody level facility for:
1. Safety, security, and protection reasons,
 2. Significant medical, mental health, and/or program needs on a case-by-case basis, or
 3. Transfers from Washington Corrections Center for Women (WCCW) to Mission Creek Corrections Center for Women (MCCCW).
- E. Individuals within 60 days of release will only be transferred:
1. For RDC individuals,
 2. For custody demotion,
 3. For safety, security, and protection reasons,

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4. For significant medical, mental health, and/or program needs,
5. Within the facility/complex, and
6. Approved by the sending and receiving facility to assist in reentry/ transition of high risk individuals, including Reentry Center placement for individuals without community resources once released.

F. Other than transfers to a Reentry Center, individuals who refuse a facility transfer will be issued a 745 infraction and given other transfer opportunities until the CRS no longer allows placement at the intended custody level.

1. Overrides will only be used to maintain an individual's custody level for those refusing Reentry Center placement.

G. Transfer orders for individuals classified as Minimum custody and approved for placement in a Reentry Center may be completed before the eligibility date to allow appropriate victim/witness notification.

1. The bed date may not be more than 180 days before the ERD.
2. Upon notification of a finalized transfer order, the case manager will update the CFP to reflect MI1 before the callout date, provided the individual remains eligible.

H. For emergent/priority transfers, the sending facility will ensure an expedited CFP is developed within 3 business days.

1. An FRMT review will be conducted before transfer, when possible.
2. Exceptions may apply for facility disturbances/emergencies and or emergent medical/mental health placements that cannot be managed at the sending facility.
3. A copy of the completed CFP will be provided to the individual at the receiving facility.
 - a. The individual may appeal the custody assignment noted in the CFP upon receipt of a copy of the plan.

VII. HCSC Review, Overrides, and Holds

A. All referrals to the HCSC must be submitted as a Plan Change Review, including recommendations from the multidisciplinary FRMT.

B. HCSC review is required when:



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1. A recommendation is submitted to the Board to conduct a disciplinary or .100 Hearing per DOC 320.105 Pre-Sentencing Reform Act (PAR) Hearings.
 2. A Prisons Compact transfer is requested per DOC 330.600 Prisons Compact.
 3. A Mutual Reentry Plan request is submitted per DOC 350.300 Mutual Reentry Program.
 4. A recommendation is submitted to promote the custody level of an individual sentenced to LWOP.
 - a. HCSC review is not required to maintain a custody level previously assigned by the HCSC when there are no new serious infractions.
 5. Custody recommendations are submitted requesting a HCSC Community Risk (HCR) override for public safety and/or notoriety of the offense.
 6. An Extraordinary Medical Placement is requested per DOC 350.270 Extraordinary Medical Placement.
 7. Directed by the Headquarters Classification Unit.
 8. DOC 02-249 Request for Denial of Reentry Center Placement is submitted and has not been addressed per DOC 300.500 Reentry Center Screening.
 9. The HCSC previously assigned a more restrictive custody during the current period of confinement than what is being requested.
 10. The HCSC previously prohibited placement at a Level 2 facility or Reentry Center.
 - a. Prohibition based on the prior/current period of confinement remains applicable until closed by the HCSC.
 11. An HCSC Mental Health (HMH) override is requested to assign a more restrictive custody based on the individual's needs for mental health services.
 12. A single cell screening has been completed recommending a single cell assignment.
- C. Individuals assigned a HCSC Pending (HPD) override at an RDC will have their classification referred to the HCSC at the next scheduled classification review.


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D. Overrides

1. Overrides may be requested when documented behavior, medical, dental, mental health, program needs, or detainees indicate it is appropriate to:
 - a. Assign a custody level other than what is indicated by the CRS, or
 - b. Promote/demote custody.
2. The current CFP will be updated to document the override request(s).
3. Authorized override codes and approving authority for each are identified in Override Reasons/Decisions for Custody Assignments (Attachment 1).

E. Holds

1. A hold may be placed in the electronic file when an individual is temporarily ineligible for transfer and must include a "Hold Until" date that should not exceed 90 days.
2. The case manager will monitor facility holds and recommend extending or closing holds as appropriate.
3. The CPM will monitor facility holds and ensure they are reviewed and extended or closed, as appropriate, and in a timely manner.
4. Holds placed by Health Services may only be closed by appropriate health services employees/contract staff related to the hold.
5. The following will be considered when placing a program hold:
 - a. If the program is intended to address a moderate or high need identified as the result of the risk and needs assessment per DOC 320.400 Risk and Needs Assessment Process, and the Risk Level Classification (RLC) is higher than Lower Felony Risk (L),
 - b. Time remaining to ERD,
 - 1) Individuals within 6 months of an eligibility date for MI2/MI1 custody should not be placed into vocational/work programs that require them to remain at the current facility.
 - 2) Second Chance Education/Pell Grant holds entered by the Educational Services Administrator will be honored.
 - c. Availability of the program at other facilities,

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- d. Whether the program is open entry/open exit, and/or
- e. Priority based on referrals.

VIII. Appeals

- A. Individuals may appeal by submitting DOC 07-037 Classification Appeal within 72 hours of being notified of the decision to the:
 - 1. Superintendent/CCS at the facility where the classification decision was made.
 - a. The Superintendent/CCS decision is final.
 - 2. Chief of Classification/designee for Headquarters Classification Unit decisions.
 - 3. Secretary/designee for Prisons Compact transfer decisions.
 - 4. Senior Director of Case Management Services/designee for MAX Custody Committee decisions.
 - 5. Senior Director of Case Management Services/designee for HCSC custody decisions.
- B. Facility placement decisions cannot be appealed.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Escape History. Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

Override Reasons/Decisions for Custody Assignments (Attachment 1)

DOC FORMS:

- DOC 02-028 Single Cell Screening and Assignment
- DOC 02-249 Request for Denial of Reentry Center Placement
- DOC 05-794 Classification Hearing Notice/Appearance Waiver
- DOC 07-037 Classification Appeal
- DOC 07-038 Drug Offender Sentencing Alternative Compliance Review
- DOC 13-457 Intellectual Disability Review



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