

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
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ADULT OFFENDER CLASSIFICATION			

VIII. RECLASSIFICATION INTRA-FACILITY MOVEMENT:

A. Reclassification Considerations:

1. Requests for reclassification are to be heard by classification committees in a reasonable period of time after submission.
2. The request for reclassification may be initiated by:
 - a. A Department staff member or committee.
 - b. The incarcerated individual.
3. The request may be for any assignment for which the incarcerated individual:
 - a. Is qualified;
 - b. Satisfies the degree of Custody control required; and,
 - c. Satisfies the incarcerated individual's identified program and service needs.
4. Changes in bed assignments within a housing unit or a group of similar housing units within a Unit Team do not require reclassification processing.
5. Changes in education or work assignments within the same assignment area do not require reclassification processing.
6. After an incarcerated individual has received an assignment, they may not submit a similar type of reclassification request sooner than ninety (90) calendar days from the date of the assignment. An incarcerated individual may not submit a transfer request sooner than three hundred sixty-five (365) calendar days from the date of a prior decision or date of a transfer, whichever is the latest.
7. Staff may request an Intra- or Inter-Facility change at any time.
8. If an incarcerated individual has a detainer/warrant removed or a change in other criteria that had prevented a lower security placement, staff shall reclassify the incarcerated individual using the updated information, as soon as reasonably possible.

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9. Reassignment from X-Row

When an incarcerated individual with a death sentence is moved from X-Row for any reason, the Warden shall notify the Executive Director of Classification and the assigned Executive Director of Adult Facilities.

B. Types of Reclassification Hearings

Reclassification Hearings are to be conducted through Unit Team as established in the administrative procedure for Policy 01-07-101, “The Development and Delivery of Programs, Pre-Release, and Case Management.”

1. Education, Work, Program Assignment. All non-disciplinary reclassification requests shall be accompanied by State Form 3380, “Offender Evaluation and Performance Report.” Reclassification is not to be used as a substitute for disciplinary action.
2. Housing Assignment.
3. Administrative Restrictive Status Housing.
 - a. Admittance.
 - b. Reviews (All administrative restrictive status hearings shall be in accordance with the time frames established in the administrative procedure for Policy and Administrative Procedure 02-01-111, “Administrative Restrictive Status Housing”).
4. Protective Custody
 - a. Admittance
 - b. Reviews (All protective custody hearings shall be in accordance with the time frames established in the administrative procedure for Policy 02-01-107, “The Use and Operation of Protective Custody”).

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C. Reclassification Format:

1. All reclassification requests are to be initiated by use of State Form 3412, "Report of Classification Hearing."
2. Classification Committee/Unit Team Committee
 - a. Reviews request.
 - b. Reviews Case Plan and Indiana Risk Assessment System (IRAS).
 - c. Meets with the incarcerated individual and recommends the appropriate assignments within the facility taking into consideration the Case Plan and IRAS.
 - d. Makes recommendation concerning the request to Supervisor of Classification.
3. Supervisor of Classification (or designated classification staff)
 - a. Renders decision concerning the request.
 - b. Informs Unit Team and the incarcerated individual of decision, via State form 3412, "Report of Classification Hearing." If the decision was to deny the request, the Supervisor shall note the reasons for the denial to the Unit Team and the incarcerated individual.
 - c. Implements decision.
 - d. Ensures reclassification documents are filed in incarcerated individual 's packet.
4. Incarcerated individual may appeal decision to the Warden.
5. The Warden renders the final decision on all intra-facility classification appeals. The Warden's decision shall be documented with a copy of the Warden's decision forwarded to the incarcerated

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individual and copies filed in the incarcerated individual's packet, scanned and indexed into the IRIS system.

6. An operational procedure shall be developed by each facility to establish work and program criteria and indicate how and by whom these processes shall be completed.
7. The operational procedure shall be reviewed annually in accordance with Policy and Administrative Procedure 00-04-101, "The Development of Policy."