

<b>POLICY AND ADMINISTRATIVE PROCEDURE</b>			
Indiana Department of Correction			
<b>Manual of Policies and Procedures</b>			
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<b>ADULT OFFENDER CLASSIFICATION</b>			

IX. ANNUAL CLASSIFICATION REVIEW:

A. Considerations:

1. The first annual classification review shall be conducted within one (1) year from the date of the offender's initial classification hearing.
2. The second and subsequent annual classification reviews may be conducted at any time, but not more than one (1) year from the date of the last such review.
3. Any classification hearing that includes the requirements of an annual classification review may be considered an annual classification review.
  - a. The person chairing such a hearing shall notify the Supervisor of Classification of the date that such a hearing was conducted.
  - b. The base date for the annual review shall then be reset in accord with the date of the conducted hearing.
4. Exceptions to conducting an annual classification review.
  - a. A hearing shall not be held when the reviewing date occurs during the time that the offender is not under the jurisdiction of the Department; e.g. escape, out on court order, serving sentence in another state or federal jurisdiction, or transferred to the Department of Mental Health.
  - b. An annual classification review for offenders not under the jurisdiction of the Department shall be held within (10) working days after the offender returns to a Department facility.

B. Requirements for an Annual Classification Review:

1. The offender shall be given at least 48 hours' notice of the Annual Classification Review in order to prepare any documents or statements that they may wish to present at the hearing. State Form 7262, "Annual Review Hearing Notification," shall be used to give

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the offender notice of the Annual Classification Review.

2. The completion and the review of State Form 3380, "Offender Evaluation and Performance Report."
3. The completion and the review of State Form 55741, "Objective Classification-Reclassification / Annual Instrument Worksheet."
4. The completion of a State Form 3412, "Classification Hearing Report."
5. The completion of State Form 56393, "Behavior Modification Plan," if applicable.
6. A complete review of the offender's Sexual Violence Assessment Tool (SVAT). If an SVAT is not on record, the Unit Team staff shall cause an SVAT to be completed.
7. A complete review of the offender's offender information systems flags and minor visitation restrictions.
8. A review and update of the offender's emergency contact information.
9. Completion of State Form 46729, "Authorization to Release / Request Information."
10. A complete page by page review of offender's packet, Case Plan, Outstanding External Fees, if applicable, and other relevant materials. To include a review of the offender information system warrant/detainer screens to insure that all information is included, such as, charges and dispositions.
11. The establishment of a classification assignment based on information and materials presented at the classification hearing.
12. If a significant change has occurred in the offender's appearance, Unit Team shall arrange for an updated photograph of the offender to be made part of the offender's file (electronic and paper) and included in any crew and/or escape kit. The cost of the offender's new identification card shall be deducted from the offender's Inmate

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Trust Fund account.

C. Process for Review:

1. The Supervisor of Classification is responsible to ensure that the annual classification review is completed. The Supervisor shall:

- a. Maintain a monitoring system to indicate the date on which each offender's annual classification review must be conducted.
- b. Provide the necessary notification to appropriate Unit Team Staff when offenders are to be scheduled for an annual classification review.
- c. Ensure that any changes in the offender's status are filed in the offender's packet so that the annual review committee has complete and current information.
- d. Ensure the completion of State Form 3380, "Offender Evaluation and Performance Report."
- e. Ensure the completion of the State Form 55741, Objective Classification-Reclassification / Annual Instrument Worksheet," Sections I, II, III, and IV, by the appropriate classification staff. The hearing committee shall:

(1) Receive and review:

- (a) State Form 3380, "Offender Evaluation and Performance Report - ensure that offender has a copy of the completed form;
- (b) State Form 55741, Objective Classification – Reclassification / Annual Instrument Worksheet;" and,
- (c) Adult Program Management.

(2) Review offender's packet and other relevant materials.

(3) Review offender's Case Management Plan noting

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completed programs, current program assignments and recommendation for additional program participation. This review should be included on State Form 3412, "Classification Hearing Report."

- (4) Render a recommendation and update the Classification Hearing Report if necessary.
  - (5) Notify the offender of the recommendation.
2. The Unit Manager or Classification Committee Chairperson shall forward all relevant documents to the Supervisor of Classification.
  3. The Supervisor of Classification shall:
    - a. Complete State Form 55741, "Objective Classification-Reclassification / Annual Instrument Worksheet." and cause the offender to receive a copy of the completed State Form 55741.
    - b. Process intra-facility reclassification request:
      - (1) Reviews recommendation.
      - (2) Render decision.
      - (3) Implement decision.
      - (4) Notify staff and offender of decision.
    - c. Make inter-facility transfer recommendation. Follow procedures established in Procedure X for inter-facility transfer requests.
    - d. Monitor unit team committee's annual classification review activities.
    - e. Ensure that the date for the offender's annual classification review is reset.
  4. Warden shall:
    - a. Monitor annual classification activities.

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- b. Render decision on appeals for:
    - (1) Technicalities of the State Form 55741, “Objective Classification-Reclassification / Annual Instrument Worksheet.”
    - (2) Intra-classification assignments.
  - c. Follow procedure in Section X for inter-facility transfer requests.
5. Central Office Classification Analyst shall:
- a. Process Transfer Report, if appropriate. Follow established procedure in Section X for inter-facility transfer requests.
  - b. Cause documents relating to the offender to be scanned and indexed into IRIS.
6. Executive Director of Classification, or designee shall:
- a. Render decision on appeals for:
    - (1) Management override on the State Form 55741, “Objective Classification-Reclassification / Annual Instrument Worksheet.”
    - (2) Inter-facility transfers.
  - b. Cause documents relating to the offender to be scanned and indexed into IRIS.