

<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>			

### XIII. CONSIDERATIONS FOR OFFENDER CELL ASSIGNMENTS

The following considerations and procedures are to be applied whenever an offender is provided a housing assignment that will consist of the offender being double-celled with another offender, whether the move is an intra- or inter-facility assignment.

- A. When an offender is being prepared for transfer to another facility, designated staff at the sending facility shall ensure that all information pertaining to that offender, including confidential information (such as Mental Health, Medical, Security Threat Group [STG], and Investigations and Intelligence [I and I]) which may be useful in the classification and assignment of the offender at the receiving facility is sent with the offender's facility packet.

The sending facility designated staff shall notify, via e-mail, the Warden of the receiving facility if there are any special circumstances that need to be considered during the classification and assignment of the offender. These special circumstances may include, but are not limited to:

- Monitoring status
- Designation as a Likely PREA Aggressor or Likely PREA Victim in which there is a confirmed situation or an assault
- High-ranking STG affiliation, or other known issues
- Assault History
- Recent Escape History
- High Profile cases
- Conduct Issues
- Mental Health/Medical Flags
- Division of Investigations and Intelligence investigations or information that may be needed
- Youthful Offender or Alternatively Sentenced Offender status
- Offender's Department-recognized gender identity

- B. Upon receipt of an e-mail from a sending facility, the Supervisor of Classification shall ensure that any available information provided regarding the offender is forwarded to staff responsible for the intake of the offender and to the Supervisor of Classification or designee. Staff shall review the information provided and review the offender's offender information system records, IRIS, and any other available pertinent

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information and advise Intake staff of the pending arrival of the offender.

- C. Upon the arrival of an offender following a transfer from another facility, staff shall thoroughly review the offender’s packet, offender information system, IRIS, and any other pertinent information (e.g., Medical, Mental Health, STG, Investigations and Intelligence, gender identity issues, etc.) to determine whether there is any information that might require special consideration in the assignment of the offender to a particular housing unit, or a double-cell assignment.

In reviewing the offender’s packet and offender information system screens, IRIS records, and any other pertinent information, staff shall pay particular attention to the following areas:

1. **Gender Identity:** Used to classify a person as male, female, both, or neither. Gender encompasses aspects of social identity, psychological identity, and human behavior.
2. **Intersex Identity:** Used to classify a person whose reproductive, genetic, or sexual anatomy does not seem to fit the typical definitions of female or male. Intersex identification does not necessarily mean the offender also identifies as Transgender.
3. **Monitoring Status:** Staff shall ensure that offenders who have separatees listed in their records are not placed in the same cell or housing unit as those offenders who are to be separated from them.
4. **PREA Flags:** Determine whether offender has been identified as a likely victim or aggressor. Offenders who have been identified as likely aggressors shall not be placed in the same cell as offenders identified as likely victims.
5. **Security Threat Group (STG) Affiliation:**
  - A. Offenders who have been identified as STG members may be housed in the same cell as an offender with crimes against women and/or children following review and approval by the Warden. The Warden may delegate the review and approval to the Deputy Warden.
  - B. Offenders who have been identified as STG members may

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be housed in the same cell as another STG member following review and approval by the Warden. The Warden may delegate the review and approval to the Deputy Warden.

6. **Transgender:** Used to classify a person whose gender identity and/or expression do not conform to the gender roles assigned to them at birth.
7. **Offense – current and prior:** Staff shall determine whether the offender’s current or prior criminal offenses might present a danger if the offender is housed with another offender, such as housing a STG offender with an offender with crimes against children.
8. **Zachary and other Flags:** Offenders with a Zachary or other flag shall not be housed with another offender who has a history of animosity to offenders with those flags or who has been identified as a likely predator or STG member that may impact their ability to reside in the same cell.
9. **Offender’s Physical Characteristics:** Staff shall review the offender’s physical characteristics, including height, weight, age, etc. Staff shall attempt to assign offenders with similar physical characteristics together so that there are not increased potentials for one offender to take advantage of another offender due to these characteristics. Offenders with significant differences in their physical characteristics should not be housed together whenever possible.
10. **Race:** Offenders who have been identified as STG members shall not be assigned to the same cell assignment as a member of a different race. For example, Black offenders should not be housed with White STG members or White offenders with Black STG members. Initially, offenders with similar racial backgrounds together should be assigned together whenever possible. However, offenders may be considered for non-separated housing by the Unit Management Team if requested by the offenders and/or it is determined to be in the best interests of the facility. (NOTE: This consideration does not mean that offenders of different races shall not be assigned to the same cells, only that staff shall review the assignment before it is made to ensure that there will not be unnecessary conflict between the offenders.)

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11. **Youthful Offender:** Staff shall review the offender’s court documents and demographic data to determine whether the offender is Youth Incarcerated as an Adult (YIA) or Alternatively Sentenced offender (ASJ).
  
12. **Assault/Conduct History:** Staff shall review the offender’s disciplinary history to determine whether the offender has a history of assault or other violations against a person that might be an indicator of potential problems.
  
13. **Escape History:** Staff shall review the offender’s criminal history and disciplinary history to determine whether the offender has a history of escape or attempted escape and shall not assign offenders with escape histories together.
  
14. **Mental Health/Medical/Disability Flags:** Staff shall review the offender’s offender information system’s Flag Screen to determine whether there are any Mental Health, Medical, or Disability Flags which might impact an offender’s ability to be assigned to a cell with another offender.
  
15. **Earliest Possible Release Date (EPRD):** Staff shall review the offender’s EPRD for consideration in housing assignment. When possible, offenders being assigned to two (2) person cells shall have EPRDs that are somewhat similar. (For example, offenders who have less than five (5) years until their EPRD may be given priority when assignments to double cells are made. Offenders who have five (5) years to fifteen (15) years to serve may be given priority consideration and offenders who have more than fifteen (15) years until their EPRD may be given priority consideration.) Facilities shall attempt to follow these examples; however, housing assignments shall not be delayed or assignments not made simply because of a difference in EPRDs. The operational needs of the facility shall take precedence in the use of the EPRD for housing assignments.

**NOTE:** In addition to reviewing the above considerations in IRIS and the offender information system or JDS, staff shall ensure that the offender’s facility packet is reviewed to ensure that no possible conflicts or considerations are overlooked when assigning the offender to housing.

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Staff shall pay particular attention to any of the above considerations in which there is an offender information system or JDS flag, or if other noteworthy issues are found.

- D. When making Work/Program assignments staff shall review the above considerations since in some cases offenders assigned to certain work or program assignments may be required to be housed in the same housing unit. Staff shall pay particular attention to any Monitoring status.
  
- E. When considering assigning offenders in the same cell, staff shall complete an, "Offender Comparison Sheet for Double Celling." Staff shall complete this form and attempt to determine the compatibility of the offenders and whether there are any considerations which may result in a conflict between the offenders. If disparities or other considerations seem to indicate a potential conflict, staff shall note their concerns in the "Comment Section" and not assign the offenders to the same cell. Upon completion of this form, the Unit Management Team shall either approve or deny the proposed assignment. The completed form with the Unit Management Team's recommendation shall be forwarded to the Warden or designee for final review and approval.