



Virginia Department of Corrections

Inmate Management and Programs

Operating Procedure 830.2

Security Level Classification

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5-ACI-5B-01, 5-ACI-5B-02, 5-ACI-5B-06;
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REVIEW

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

COMPLIANCE

This operating procedure applies to all units operated by the Virginia Department of Corrections (DOC). Practices and procedures must comply with applicable State and Federal laws and regulations, American Correctional Association (ACA) standards, Prison Rape Elimination Act (PREA) standards, and DOC directives and operating procedures.

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DEFINITIONS

Acceptability - The level of acceptance of the inmate by the community; specifically, the length of sentence and nature of the crime may preclude the inmate from being approved. Acceptability can be assessed using such documents as the Pre-Sentence Investigation and other documentation related to expressed community sentiment.

Annual Review - A uniform yearly review of an inmate's classification, needs, and objectives. The Initial Classification Date (ICD) is used to establish the review date for an inmate received on or after February 1, 2006. The Custody Responsibility Date (CRD) is used to establish the review date for an inmate received prior to February 1, 2006.

Case Management Review - An action taken to document the specific processes completed during an inmate's annual review.

Central Classification Services (CCS) - Employees from the Offender Management Services Unit who review certain recommendations made by the Institutional Classification Authority and Multi-Disciplinary Team to render a final decision regarding inmate status and assignments.

Cognitive Therapeutic Community (CTC) - A structured, residential substance use disorder treatment program that incorporates cognitive and behavioral programming to aid in the recovery from alcohol and other drug addictions.

Eligibility - The utilization of objective, measurable standards, or criteria to determine an inmate's program status (transfer, security level, program placement, etc.).

Increase in Security Level - A security level status change which increases the amount of physical restraint and supervision required, i.e., higher security level number.

Initial Classification Date (ICD) - The date on which the inmate was initially assigned to a security level.

Institutional Classification Authority (ICA) - The institutional employee designated to conduct ICA hearings (annual, administrative, and/or interim reviews).

Multi-Disciplinary Team (MDT) - MDT members are responsible to review individual inmates related to restorative housing and step-down statuses and act as the Institutional Classification Authority to make recommendations for housing status, transfer, security level, good time class, etc.; decisions are the responsibilities of the Facility Unit Head and Regional Administrator.

Reduction in Security Level - A security level status change which decreases the amount of physical restraint and supervision required, i.e. lower security level number.

Security Level - A measure of the degree of physical restraint and supervision that is required to maintain adequate control over an inmate to prevent escapes, to minimize risk of employee and inmate injury, and to maintain orderly institution operations while providing for public safety.

Serious Mental Illness (SMI) - Psychotic Disorders, Bipolar Disorders, and Major Depressive Disorder; any diagnosed mental disorder (excluding substance use disorders) currently associated with serious impairment in psychological, cognitive, or behavioral functioning that substantially interferes with the person's ability to meet the ordinary demands of living and requires an individualized treatment plan by a qualified Mental Health Clinician.

- Psychological - as relating to the mental and emotional state of an individual.
- Cognitive - as relating to cognitive or intellectual abilities.
- Behavioral - as relating to actions or reactions in response to external or internal stimuli that is observable and measurable.

Suitability - A reasoned, professional judgment regarding an inmate's ability to perform in a certain security level or institution environment; it calls for a discerning judgment relative to length of sentence, crime, prior record, as well as sociological, medical, and psychological considerations. Suitability differs with each individual inmate depending upon the inmate's institution, parole eligibility, Mandatory Parole Release Date or Good Time Release Date.

VACORIS - The computer-based Virginia Department of Corrections inmate and probationer/parolee information management system.



Virginia Criminal Information Network (VCIN) - A service facility under the management control of the Virginia Department of State Police used by the DOC to access computerized criminal history information.



PURPOSE

This operating procedure establishes protocols governing the security level assignment of inmates housed in Department of Corrections (DOC) institutions.

PROCEDURE

I. Security Level Classification

- A. The classification of inmates into appropriate security levels and the assignment of inmates to institutions equipped to provide the appropriate level of security enhances public, employee, and inmate safety and reduces the operating cost of the DOC by ensuring inmates are not subjected to excessive control and management but are assigned to the least restrictive security level necessary. (5-ACI-5B-01; 2-CO-4B-01)
- B. Inmates who are pending a transfer may be housed in an institution that has a higher or lower security level designation than the inmates assigned security level; see Attachment 1, *Security Level Overview - Male Institutions*.
1. Inmates who are pending transfer to a higher or lower security level institution will be transferred once bed space becomes available.
 2. Inmate transfers from a lower to higher security level institution have priority over inmate transfers from a higher to a lower security level.
- C. Security Levels in current usage are:

<u>Security Levels</u>	<u>Specialty Designations</u>
1 - Minimum	U - Unassigned
2 - Moderate	D - Hearing Impaired
3 - Medium	P - Protective Custody
4 - Close	T - Transition
5 - Maximum	S - Security Qualifier
6 - Security Level S Step-down	W - Work Center

- D. The security level classification system provides for annual reviews of each inmate's security level to provide the inmate with the opportunity for systematic decrease in supervision, while fostering a corresponding increase in inmate responsibility to allow the inmate to benefit from additional programmatic, educational, and work opportunities in preparation for re-entry. (5-ACI-5B-02, 5-ACI-5B-06; 2-CO-4B-01)
- E. Security Level classification decisions involve the assessment of each case based on a determination of eligibility, suitability, and acceptability. (5-ACI-5B-01; 2-CO-4B-01)
1. An inmate's eligibility for a specific security level is determined by use of an approved scoring instrument.
 2. Mandatory Restrictors and Discretionary Overrides may be used in determining suitability and/or acceptability in individual cases.
 3. The security level classification system provides for an accurate assessment of the security needs at each institution and provides for efficiency in matching inmates to available bedspace and existing programs.
 4. CCS will continuously monitor and evaluate the security level classification system to determine whether the system meets the need of the DOC to match inmates properly with available institution bed space based on security level assignments. (5-ACI-5B-01, 5-ACI-5B-02)



- F. The authority to assign inmate security levels is vested with Central Classification Services (CCS) but may be delegated in accordance with this operating procedure.
- G. The Director, through CCS, has authority to assign any inmate to any institution deemed appropriate to facilitate effective bed space management and maintain orderly operations without an Institutional Classification Authority (ICA) hearing.
- H. All initial and reclassification security level assignments and changes will be documented in VACORIS and reported using the *Institutional Classification Authority Hearing Report* generated in VACORIS.
- I. Employees must review the inmate’s criminal history via VCIN to complete the *Classification Assessment* in VACORIS, prior to the inmate’s initial security level classification. An employee will review and update the *Classification Assessment*, annually, for any subsequent security level reclassifications and annual reviews.

II. Eligibility Criteria

- A. Initial Assignment - An inmate’s initial eligibility for specific security levels will be determined using the *Initial Security Level Score Sheet* in VACORIS for the inmates first classification; see Attachment 2, *Initial Classification Score Worksheet*.
- B. Reclassification - An inmate’s eligibility for reclassification into specific security levels will be determined using the *Reclassification Security Level Score Sheet* in VACORIS; see Attachment 3, *Reclassification Score Worksheet*.
- C. Guidance in completing the *Initial Security Level Score Sheet* and the *Reclassification Security Level Score Sheet* is provided on Attachment 6, *Security Level Scoring Guide*.
- D. Employees will use Attachment 4, *Severity of Offense Scale* and Attachment 5, *Disciplinary Report Severity Scale* in determining the specific number of points to enter on the *Initial Security Level Score Sheet* and the *Reclassification Security Level Score Sheet* in VACORIS.
- E. Point score ranges for each Security Level are as follows:

1. Male Inmates

Scored	Security Level	Scored	Security Level
To + 9 points.....	Level 1	26-31 points.....	Level 4
10-16 points.....	Level 2	32+ points.....	Level 5
17-25 points.....	Level 3		

2. Female Inmates

Scored	Security Level	Scored	Security Level
To + 12 points.....	Level 1	18+ points.....	Level 3
13-17 points.....	Level 2		

- 3. Security Level W is not subject to the point score ranges but is based on the eligibility criteria in Operating Procedure 830.5, *Transfers, Institution Reassignments*.

III. Determining Suitability and Acceptability

- A. In addition to the objective point score, decision makers must weigh information in the Pre-Sentence Investigation (PSI), criminal history via VCIN, institutional adjustment, nature of the offense(s), time to serve, and other factors affecting the level of risk an inmate may pose to institutional order or to the community.
- B. Mandatory Restrictors



1. Mandatory Restrictors assign an inmate to a higher security level than indicated by their point score.
 2. Employees will invoke Mandatory Restrictors when the inmate's overall point score does not adequately reflect the level of risk the inmate will present in a reduced security level.
 3. Mandatory Restrictors will take precedence over point scores.
 4. The employee must determine if a Mandatory Restrictor is appropriate prior to any consideration given to invoking a Discretionary Override.
 5. If the total score places an inmate at or above the level required by a Mandatory Restrictor, a Mandatory Restrictor should not be invoked.
 6. Multiple Mandatory Restrictors should not be invoked. If more than one Mandatory Restrictor applies, the employee should invoke the restrictor that requires assignment to the highest security level.
 7. If a Mandatory Restrictor is applicable, but the institutional administration determines that the inmate's security level assignment should be a higher level than indicated by the Mandatory Restrictor, the employee should not invoke a restrictor. The employee should use the appropriate Discretionary Override to provide a more specific reason for the assignment to a higher security level.
 8. A Mandatory Restrictor and a Discretionary Override may not both be used on the same review.
 9. Recommendations for Mandatory Restrictors should be selected in VACORIS as R- (number of restrictor):
 - a. R-1- Time
 - More than 20 years remaining to serve - includes life, multiple life, and life+ sentences - restrict from assignment to Security Levels W, 1, and 2.
 - Life, multiple life, and life+ sentences must have completed serving 15 consecutive years using the Custody Responsibility Date (CRD) or Parole Revocation Date (PRD) as the sentence start date, as applicable, to be eligible for assignment to Security Level 3. If parole eligible, must also have reached Parole Eligibility Date (PED).
 - Numerical sentences must have completed serving 15 consecutive years **or** be within 40 years of their projected release date.
 - Inmates assigned to Security Level 3 prior to October 1, 2019, and under previous criteria that do not meet the current criteria can remain at a Security Level 3, if the inmate remains at their current institution. Inmates that are transferred will need to meet the current criteria.
 - b. R-2 - Offenses (current or prior) - 1st Degree Murder, Violent Sexual Offenses, Kidnapping, Abduction, Felony Escape in the past 10 years - restricted from assignment to Security Levels W and 1
 - c. R-3 - Institutional Adjustment - Offense code 100-108 infractions within past 24 months - restricted from Security Levels W, 1, 2, and 3
 - d. R-4 - Detainers - (ICE, Felony- Detainers, Non-Detainer Holds, Judgment & Commitments) - Restricted from Security Levels W and 1
 - e. R-5 - Assignment Criteria - Scored level not supported by *Institutional Assignment Criteria*
 10. The Facility Unit Head or designee may submit a written request to CCS that the Mandatory Restrictor be overridden for assigning an inmate to a lower security level than indicated by the Mandatory Restrictor. CCS will review such requests; however, the authority to override a Mandatory Restrictor rests with the Deputy Director for Institutions or designee.
- C. Discretionary Overrides
1. Discretionary Overrides assign an inmate to a HIGHER security level than indicated by the score.
 2. Employees may invoke Discretionary Overrides when they determine the inmate's point score does not adequately reflect the level of risk the inmate may present in a reduced or higher security level.



3. Any inmate who scores within any security level may have their security level assignment changed based on one of the Discretionary Overrides, which relate to an inmate's suitability for a particular security level.
4. Discretionary Overrides should not be used if a Mandatory Restrictor has been invoked.
5. Multiple Discretionary Overrides should not be invoked. In those cases where more than one Discretionary Override applies, the institution should invoke the applicable override which best reflects the need for the change in a security level.
6. Recommendations for Discretionary Overrides should be selected in VACORIS as H- (number of override), or L- (number of override):
 - a. H-1 - Assaultive prior institution conduct
 - b. H-2 - Serious prior criminal record indicates caution
 - c. H-3 - Severity of current offense
 - d. H-4 - Serious escape history/risk
 - e. H-5 - Recent pattern of poor institutional adjustment
 - f. H-6 - Needs to establish stable adjustment in a general population and/or at recommended security level prior to consideration for a lower level
 - g. H-7 - Other _____
7. A LOWER security level than indicated by the score may be assigned due to:
 - a. L-1 - Exceptional institutional conduct
 - b. L-2 - Singular nature of incident
 - c. L-3 - Prior success at lower level
 - d. L-4 - Other _____
8. Employees must include an explanation in the Comments section when an H-7 or L-4 override is invoked.
9. The Manager of CCS or designee must approve any security level of two or more levels with or without the use of an override.
10. The Manager of CCS or designee must approve any security level of two or more levels with or without the use of an override.

IV. Initial Classification Assignments

- A. Any new inmate or parole violator will be assigned to security level "U" in VACORIS utilizing the date the inmate was received.
- B. Unless otherwise noted, an inmate's initial security level assignment will be determined by the score indicated on the *Initial Security Level Score Sheet* and restrictors or overrides, if appropriate.
 1. The ICA, upon recommendation from Reception Center treatment/security employees, and with approval of the Facility Unit Head or designee makes the initial security level and institution assignment decision for inmates newly received into the DOC and parole violators.
 2. Assignment to Security Level S requires a formal ICA hearing and approval by the Facility Unit Head of the security level S institution and the relevant Regional Administrator; see the *Security Qualifiers - Security Level S* section of this operating procedure.
 3. In some cases, CCS will make the final decision on security level and institution assignment; the Reception Center Facility Unit Head or authorized designee will have the final authority on all new inmates received and all parole violator cases except the following:
 - a. CCS will be responsible for the final classification action on the below listed types of cases upon recommendation from the ICA.



- i. Ex-Law Enforcement Officials
 - ii. Ex-Public Officials
 - iii. Notorious Inmates
 - iv. Mental Health Unit Referrals
 - v. Cases with Unusual Circumstances
- b. These inmates will be identified by both CCS and the Reception Centers.

C. Reception Center Institutional Classification Authority

1. The ICA hearing process will be in accordance with Operating Procedure 830.1, *Institution Classification Management*.
2. CCS will monitor these decisions as to propriety and productivity.

D. Parole Violator Institutional Classification Authority

1. The inmate will be classified upon completion of a revocation hearing.
2. Out-of-state parole violators should be returned to a Reception Center for their preliminary hearing, after which they may be transferred to another institution for their revocation hearing and classification.
3. In all cases, following a revocation hearing the inmate will be housed as if they were assigned Security Level 5 until scored on the *Initial Security Level Score Sheet*.
4. Prior to their initial classification assignment, the inmates' security level will be entered as "U" on the database to reflect their "unclassified" status.

V. Reclassification Reviews and Assignments

A. Unless otherwise noted, changes in an inmate's security level are determined by the point score indicated on the *Reclassification Security Level Score Sheet* and the use of restrictors or overrides, if appropriate. Regardless of the score, all security level assignments must be made using the good judgment, experience, and expertise of the decision maker.

B. Employees will review the security level score and status of each inmate during the inmate's annual review and will document their review on the *Case Management Review Checklist* in the *Facility Supervision* section of VACORIS; see Operating Procedure 830.1, *Institution Classification Management*.

C. Administrative Reclassification Security Level Reviews

1. If at any time an inmate's behavior or other factors indicate the current security level assignment may not be appropriate, the institution administration may evaluate the inmate for a security level review by a formal or informal ICA hearing held in accordance with Operating Procedure 830.1, *Institution Classification Management*.
2. CCS may administratively review the inmate population for security level reductions to maximize the efficient use of available bed space. Facility Unit Heads may be requested to review the inmate population and make recommendations for security level reductions.
3. An administrative review does not change the next annual review date.
4. The justification for the review will be in accordance with Operating Procedure 830.1, *Institution Classification Management*, and should be provided in the comments section of the classification module in VACORIS and reported using the *Institutional Classification Authority Hearing Report* generated in VACORIS.

D. Facility Unit Heads or designees have the final authority to approve ICA recommendations which recommend the inmates remain in their current security level, unless the security level score is of two or more levels with or without the use of an override.



1. The Facility Unit Head or designee cannot review cases for which they served as the ICA chairperson.
2. The Facility Unit Head or designee may disapprove the recommendation and return to the ICA for additional information.

E. Security Level Reductions

1. The Facility Unit Head or designee has the authority to approve an annual review with a one level reduction in security level.
2. The Manager of CCS or designee must approve assignments to Security Level W, overrides of two or more levels, and security levels which score two levels higher or lower without the use of Discretionary Overrides or Mandatory Restrictors.
3. CCS has the final authority to approve inmate assignment to Security Level W and any reduction in security level with or without the use of restrictors and overrides.
4. Inmate approval for an assignment to a lower security level should generally prompt a recommendation for the inmate's transfer; see Operating Procedure 830.5, *Transfers, Institution Reassignments*.
 - a. Acceptable reasons for not recommending an inmate's transfer would be:
 - i. Inmate's need for medical or psychological treatment cannot be provided at another location that is compatible to the inmate's reduced security level
 - ii. Inmate's proximity to completion of an educational/vocational or Therapeutic Community program assignment
 - iii. Inmate's assignment to a cadre/work assignment as established by an approved quota due to institutional need. The authority to establish a quota of Security Level W, 1 and 2 inmates to be housed at higher security level institutions rests with the Deputy Director for Institutions.
 - b. Employee recommendations for the inmate's institutional assignment should be included on the *Action Details* tab of the classification section of VACORIS for consideration by CCS. The ICA may include the inmate's institutional assignment preference in the "Comments" section.

F. Security Level Increases

1. The Facility Unit Head or designee has authority to approve an annual review security level increase of one level except to Security Level S. The Manager of CCS or designee must approve Discretionary Overrides of two or more levels and security levels which score two levels higher or lower without the use of a Discretionary Override.
2. CCS will have the final oversight over institution recommendations for security level increases with or without the use of Discretionary Overrides or Mandatory Restrictors.
3. Except at annual review, the inmate will be given proper written notification, at least 48 hours in advance of the security level classification hearing for reviewing their security level status. The written notification will state the reasons for the review as a possible increase in security level.
4. Formal due process for an increase in the security level is not required during an inmate's annual review, except for assignment to Security Level S, since such reviews are considered routine and afforded to every inmate; however, the inmate should be present during the review process and allowed input; see Operating Procedure 830.1, *Institution Classification Management*.
5. Reassignment to a higher security level should generally necessitate a physical transfer. Institution assignment recommendations should be included on the *Action Details* tab of the classification section of VACORIS for consideration by CCS when completing any resulting transfer order.
6. In an emergency, the Regional Administrator is authorized to affect an Intra-Regional transfer to an alternate or higher level institution in the absence of ICA recommendations; see Operating Procedure 830.5, *Transfers, Institution Reassignments*.
 - a. A formal ICA hearing should be conducted within three working days after the inmate's transfer to determine the appropriate security level.



- b. The Facility Unit Head or their designee at the receiving institution is responsible to ensure that the required ICA hearing is conducted in accordance with this and other pertinent operating procedures; see Operating Procedure 830.1, *Institution Classification Management*, and Operating Procedure 830.5, *Transfers, Institution Reassignments*.
- c. The sending institution will provide all necessary reports to the receiving institution to assist in the administration of this hearing.

VI. Protective Custody Unit

- A. Inmate assignment to a Protective Custody Unit will be in accordance with Operating Procedure 830.5, *Transfers, Institution Reassignments*.
 1. Institution recommendations for the inmate's assignment to a Protective Custody Unit should be based on a formal ICA review and will be submitted to CCS via VACORIS.
 - a. CCS has final authority on inmate assignment to a Protective Custody Unit.
 - b. Institution employees must not move an inmate into the Protective Custody Unit until final approval is received from CCS.
 2. For the duration of an inmate's assignment to the Protective Custody Unit, the security level assignment will be designated as "P" for data entry purposes.
 3. During an inmate's assignment to the Protective Custody Unit, no review of the inmate's security level will be necessary.
- B. Removal of inmates from a Protective Custody Unit will be in accordance with Operating Procedure 830.5, *Transfers, Institution Reassignments*.
 1. Institution recommendations for the transfer of an inmate from a Protective Custody Unit should be based on a formal ICA review including completion of the *Reclassification Security Level Score Sheet* and must be submitted to CCS via VACORIS.
 2. CCS will have the final authority to transfer inmates from a Protective Custody Unit. Institution employees must not move an inmate from the Protective Custody Unit until final approval is received from CCS.

VII. Security Qualifiers - Security Level S

- A. While Security Level S is not a scored security level, it is a housing level reserved for special purpose bed assignments utilized for the protective care and management of inmates.
 1. Inmates assigned to Security Level S with a security qualifier are afforded security level reviews only as a part of a formal review process in accordance with Operating Procedure 425.4, *Management of Bed and Cell Assignments (Restricted)* and Operating Procedure 841.4, *Restorative Housing Units*.
 2. Inmates assigned to Security Level S with a security qualifier are ineligible to request a transfer outside a formal review process.
- B. The following security qualifiers indicate that the inmate should be considered for assignment to Security Level S:
 - S-1 - Aggravated Assault on Staff
 - S-2 - Aggravated Assault on Inmate w/Weapon or Resulting in Serious Injury w/o Weapon
 - S-3 - Not Used
 - S-4 - Serious Escape Risk - requiring maximum security supervision
 - S-5 - Commission of Crime of Exceptional Violence and/or Notoriety
 - S-6 - Excessive Violent Disciplinary Convictions - reflecting inability to adjust to a lower level of



supervision

S-7 - Setting Fire Resulting in Injury to Persons or Extensive Damage to State Property

S-8 - Rioting Resulting in Injury to Persons or Extensive Damage to State Property

S-9 - Seizing or Holding Hostages

S-10 - Possession of Firearms, Ammunition, Explosives, Weapons

S-11 - Knowingly Transferring HIV or other Disease to another Person or Refusal to Submit to Testing

S-12 - Gang Activity Related to any Category I Offense or a Documented Gang Leadership Role

S-13 - Staff Manipulator/Predator

S-14 - Behavior that Represents a Threat Level too Great for the Safety and Security of a Lower Level Institution

- C. Institution recommendations for inmate assignment to Security Level S will be based on a formal ICA review (including initial classification and reclassification) and must be submitted via VACORIS.
1. Initial assignment to Security Level S requires a formal ICA hearing and approval of the Facility Unit Head of the security level S institution and the appropriate Regional Administrator or designee.
 2. CCS will review each reclassification assignment of inmates to Security Level S.
 3. Each inmate approved by CCS for reclassification to Security Level S will be reviewed by the Facility Unit Head of the security level S institution and the appropriate Regional Administrator or designee.
 4. An inmate approved by the Regional Administrator or designee for assignment to Security Level S will be transferred to the security level S institution.
 5. On arrival at the security level S institution, the Security Level S inmate will be assessed and evaluated for appropriate security and program assignment.
 6. The ICA will perform periodic reviews on each Security Level S inmate; see Operating Procedure 425.4, *Management of Bed and Cell Assignments* (Restricted).
- D. After adequate progress in Security Level S, the ICA should recommend the inmate for reduction to Security Level 6.
1. After approval for Security Level 6, inmates will be assigned to appropriate housing within the security level S institution for further programming and adaptation to general population housing.
 2. The ICA will recommend inmates that have made adequate progress in Security Level 6 for a reduction to Security Level 5. Recommendations for a reduction to Security Level 5 must be reviewed by the dual treatment team and the Facility Unit Head of the security level S institution and must be reviewed and approved by the Regional Administrator or designee.
 3. After approval for Security Level 5, inmate will remain in general population at the security level S institution or will be recommended for transfer to another appropriate Security Level 5 institution.
 4. Security Level S inmates who are classified as SMI will be referred to the *Secure Diversionary Treatment Program*; see Operating Procedure 830.5, *Transfers, Institution Reassignments*.
- E. Security Level S and Security Level 6 inmates admitted to a specialized unit, such as a Mental Health Unit or Infirmary, may have their security level reviewed when a mental health or medical employee determines the inmate needs long term mental health or medical care or is unlikely to have skills or a level of functioning sufficient to participate and succeed in programming to reduce their security level. The following process may be used to assign an appropriate security level.
1. A mental health or medical employee will determine the inmate's needs through a progressive case review and document their recommendations in an ICA hearing.

- a. Safety and security must always be the primary consideration.
 - b. For each case, there should be clear documentation of a serious mental or physical illness.
 - c. The inmate should have demonstrated an extended period of stability that is free of serious disciplinary offense convictions.
 - d. Each case will be considered on its individual merits.
 - e. Mental health and medical employees are encouraged to discuss individual cases with the Senior Mental Health Clinician at CCS before initiating the process to reduce security levels.
2. After the Facility Unit Head or their designee where the inmate is currently being housed approves the ICA actions, the recommendation will be escalated to the Senior Mental Health Clinician at CCS for review and approval.
 3. The Senior Mental Health Clinician at CCS will consult with the Deputy Director for Health Services for cases related to medical care.
 4. The Senior Mental Health Clinician at CCS will consult with the Facility Unit Head of the institution where the inmate is currently housed and escalate approved cases to the Western Regional Administrator.
 5. With approval of the Regional Administrator over the security level institution, the inmate will be reduced in security level.

VIII. Processing Of Escapees

- A. An inmate arrested out-of-state and returned to DOC custody will be returned to an appropriate Reception Center.
- B. If feasible, an inmate who escaped and is arrested in Virginia, should be returned to an institution within the Region after a complete review of the circumstances of the escape, review of the criminal history, and social history of the inmate.
 1. Those inmates who present a continued serious escape risk or a high risk of violence, regardless of the circumstances of the escape, will be classified to a higher security level institution.
 2. The purpose of returning the escapee to an institution in the Region is to facilitate a court hearing relative to the escape in the appropriate jurisdiction.
- C. After disposition of the escape charge, the inmate will be reviewed by the ICA and security level recommendations will be forwarded to the Facility Unit Head or designee for action.
- D. Any escapee who has been on escape status for an extended period may be processed back into the DOC through a Reception Center. Such inmates will be scored on the *Initial Security Level Score Sheet*.
- E. If the inmate is returned to a non-reception institution, reclassification will be scored on the *Reclassification Security Level Score Sheet*.

IX. Documentation

- A. An employee, when required, will complete the appropriate security level and due process actions in VACORIS and will escalate to the Facility Unit Head or designee for final action. Security level actions that require CCS approval will be escalated to CCS for action.
- B. An employee will be responsible for the printing and distributing copies of classification actions to the inmate and as needed for the inmate's record.

X. Classification Appeals

- A. Inmates may appeal any classification decision through the *Inmate Grievance Procedure*; see Operating Procedure 866.1, *Inmate Grievance Procedure*.



- B. Copies of the classification documents serve to satisfy the informal procedure requirements of the *Inmate Grievance Procedure*; see Operating Procedure 866.1, *Inmate Grievance Procedure*.
- C. Upon final action by the appropriate authority, an employee will provide the inmate with a copy of the *Institutional Classification Authority Hearing Report* reflecting the ICA's or MDT's recommendation and the final decision by approving authority.

REFERENCES

Operating Procedure 425.4, *Management of Bed and Cell Assignments* (Restricted)
Operating Procedure 830.1, *Institution Classification Management*
Operating Procedure 830.5, *Transfers, Institution Reassignments*
Operating Procedure 841.4, *Restorative Housing Units*
Operating Procedure 866.1, *Inmate Grievance Procedure*

ATTACHMENTS

Attachment 1, *Security Level Overview - Male Institutions*
Attachment 2, *Initial Classification Score Worksheet*
Attachment 3, *Reclassification Score Worksheet*
Attachment 4, *Severity of Offense Scale*
Attachment 5, *Disciplinary Report Severity Scale*
Attachment 6, *Security Level Scoring Guide*

FORM CITATIONS

None

