
 <p style="text-align: center;">Corrections Bureau</p> <p style="text-align: center;">Policy & Procedures</p>	Section: CLASSIFICATIONS	SOP#: 4.01
	Subject: CLASSIFICATION & HOUSING OF INMATES	Effective Date: 01/15/91
	Revised: 02/22/2017	
FMJS Ref: 2.01	FCAC: 10.22	

I. **POLICY:** It is the policy of the Lee County Sheriff's Office Corrections Bureau to appropriately separate inmates housed in the Lee County Corrections Facilities to ensure the safety and security of the individual inmates, as well as the smooth operation of the facility. Classification is a management tool used to assign offenders to the least restrictive custody designation that addresses programming and other needs while providing for the safety of the community, personnel and offenders.


II. **PROCEDURE:**

A. GENERAL:

1. Inmates entering the corrections facilities will be classified in terms of level of custody required, housing assignment, and participation in programs. Inmates will be classified **within 24 to 48 hours** after admission.
2. During intake, each inmate will be given a copy of the Inmate Handbook containing the rules and regulations of the facility. Rules and regulations will incorporate classification criteria as to housing, programs, and privileges. Inmates will sign that they received a copy of the rules and regulations.
3. The classification process will include all information available from the social, legal and self-reported medical history of the detained person. This process will be uniform for all inmates, and follows the inmate throughout their incarceration.
4. The Corrections Bureau will maintain a classification system for individuals confined. The primary objective is to place inmates in the type of quarters that best meet their needs, and to provide reasonable protection for the individual and other inmates. The Corrections Bureau will have a designated Classification Officer who will supervise the classification process.
5. Inmate classification is the process by which inmates are assigned to housing locations. Factors involved in assignment of inmates to housing locations are security, criminal charges, mental or physical disabilities, work assignments, sexual related charges and need for medical services. Male and female inmates will not share the same cell or housing area and will be separated by sight and normal sound in housing areas. For purposes of housing, sound separation is defined as restricting normal verbal communications. Male staff will not enter female housing areas unless accompanied by a female staff member, except in emergencies.
6. The Corrections Bureau will provide for the separate management of the following categories of inmates:

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- a) Female and male inmates:
 - (1) Adult Female Felons
 - (2) Adult Female Misdemeanants
 - (3) Adult Female Sentenced
 - (4) Adult Female Non-Sentenced
 - (5) Adult Male Felons
 - (6) Adult Male Misdemeanants
 - (7) Adult Male Sentenced
 - (8) Adult Male Non-Sentenced
 - b) Other classes of detainees (witnesses, inmates with civil charges)
 - c) Inmates with special problems (alcoholics, narcotic addicts, mentally disturbed persons, and physically challenged persons)
 - d) Inmates requiring disciplinary confinement
 - e) Inmates requiring administrative confinement
 - f) Inmates requiring protective custody
 - g) Juveniles
7. Single occupancy cells will be utilized for the following:
- a) Inmates with severe medical disabilities per the medical provider
 - b) Inmates suffering from serious mental illness defined by the mental health provider
 - c) Inmates likely to be exploited or victimized by others
 - d) Inmates who have other special needs for single occupancy housing.
 - e) VIP's. (Ref. - SOP 3.01 Section E)
 - f) Inmates that fail to adapt to a general population setting
8. Juveniles will be separated by sight and sound from the adult population when awaiting trial as an adjudicated adult. Juveniles not subject to trial as an adult are not housed in any LCSO Corrections Facility.
9. Inmates will not be discriminated against (Ref. SOP 4.09 I.)
10. Current and accurate records will be maintained for each inmate committed to or housed in a LCSO Corrections Facility. Procedures will be established to safeguard legally privileged or confidential information. Inmate records will contain, at a minimum, the following:
- a) Intake/booking information

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- b) Legal authority for commitment for all inmates.
- c) Cash and property receipts
- d) Classification and reclassification decisions
- e) Reports of disciplinary actions, grievances, incidents, and crimes committed while in custody.
- f) Records of program participation
- g) Good time accumulated
- h) All absences from the Corrections Bureau Facilities
- i) Record of any detainees or other civil or criminal process.
- j) The date and terms or conditions of release, and the authority for release.
- k) Photographs, when taken

The above records will be stored in a secure area so they are protected from theft, loss, tampering and destruction. Sufficient staff and equipment will be provided and maintained in the Jail Facility to ensure the records are kept accurate and current. Upon release of inmate all paperwork pertaining to the release will be boxed and placed in a secure area for storage for a minimum of 1 year.


- 11. The Classification Office will maintain a system that identifies all inmates in custody, their classification status, and their physical location.
- 12. Inmates will not be housed in direct supervision units unless approved by the Classification Unit.
- 13. Inmates will not be held in a holding cell in excess of 8 hours.

(1) It is understood that there may be occasions when an inmate's behavior may prevent him or her being placed into general population. Therefore, inmates who are unruly and/or intoxicated may be kept in a holding cell beyond the eight (8) hour limit.

(2) Any exceptions to the 8 hour rule must be fully documented indicating justification for the exception and include the 15 minute documented checks.

B. CLASSIFICATION GUIDELINES:


- 1. Basic Housing Separation Factors:
 - a) Adult and juvenile inmates will be housed separately
 - b) Male and female inmates will be housed separately

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2. Class of inmates by status – Inmates will be separated in the following manner whenever possible:
 - a) Adult female felons
 - b) Adult female misdemeanants
 - c) Adult female non-sentenced
 - d) Adult female sentenced
 - e) Adult male felons
 - f) Adult male misdemeanants
 - g) Adult male non-sentenced
 - h) Adult male sentenced
3. Inmates will be classified in terms of level of custody required, housing assignment, and participation in corrections programs.
4. As the facilities permit, no inmate should be subjected to more restrictive conditions of confinement than that is justified by the inmate’s security designation.

C. CLASSIFICATION GUIDELINE TO FACILITY HOUSING:


1. Maximum Security Jail Facility:
 - a) Male pre-sentenced violent felony offenders
 - b) Male Inmates sentenced to The Dept. of Corrections
 - c) Administrative Confinement
 - d) Disciplinary Confinement
 - e) Protective Custody
 - f) All Male Juveniles
 - g) Pre-book and Post-book Females Before Orientation Process
 - h) All Male Classifications Requiring Special Medical Attention
 - i) All Male Federal Inmates
 - j) All Disciplinary Close Management Inmates (D.C.M.)
2. Community Program Unit Facility:
 - a) Any minimum or medium security inmate eligible to be housed at the Core Facility and after completing the CPU orientation process, excluding Class II non-sentenced inmates.
 - b) Approved by Inmate Worker Coordinator, Programs Coordinator and Chaplain’s Coordinator
 - c) All workers subject to approval through Policy 4.02.

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3. CORE Facility:
 - a) All Adult Female Inmates to Include Post Book Females
 - b) All Female Juveniles
 - c) All Female Federal Inmates
 - d) Administrative Confinement - Male / Female
 - e) Disciplinary Confinement - Male / Female
 - f) Special Housing Unit Inmates (S.H.U.)
 - g) All Male and Female Classifications Requiring Special Medical Attention
 - h) Female Felony Non-Sentenced (Maximum Security)
 - i) Non Sentenced Misdemeanors
 - j) County Sentenced Felons (Maximum & Medium Security)
 - k) Female Protective Custody Inmates
 - l) All Female Inmates Sentenced to Dept. Of Corrections
 - m) Male non-sentenced, non-violent felony pre-sentenced and sentenced
 - n) Weekender Inmates: These inmates are remanded into the custody of the Lee County Corrections Bureau by the sentencing Judge for a specified amount of time ON SPECIFICALLY NAMED DAYS OF THE WEEK.
 - 1) Weekender Intoxication - If a weekender arrives at the Core facility intoxicated the Shift Supervisor or designee will turn the weekender away and not accept them into custody. The Shift Supervisor or designee will notify the Clerical Supervisor or designee of the weekender's name. The Clerical Supervisor or designee will document in writing to the sentencing Judge/Probation Officer referencing the incident.

D. INMATE UNIFORM IDENTIFICATION:

1. RED - General Population or Weekender
2. YELLOW - Juvenile
3. BLACK/WHITE STRIPE - Outside Inmate Worker
4. GREEN/WHITE STRIPE - Inside and/or Inside Volunteer Inmate Worker
5. RED/WHITE STRIPE – CPU Compound/Programs

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E. INMATE WRISTBAND IDENTIFICATION:


1. SOLID RED - HIGH RISK
2. YELLOW and WHITE STRIPED - MAXIMUM SECURITY
3. BLACK and WHITE STRIPED - MEDIUM SECURITY
4. PURPLE and WHITE STRIPED - MINIMUM SECURITY
5. BLUE and WHITE STRIPED - MINIMUM SECURITY
6. SOLID GREEN - OUTSIDE INMATE WORKER
7. SOLID ORANGE - INSIDE INMATE WORKER / INSIDE INMATE WORKER VOLUNTEER
8. GREEN/WHITE STRIPED – WEEKENDER INMATE

TEMPORARY IDENTIFICATION WRISTBANDS:

- 10 FLUORESCENT GREEN - MISDEMEANORS & CIVIL CHARGES
- 11 FLUORESCENT PINK - FELONY & FEDERAL CHARGES
- 12 WHITE-MARCHMAN ACT

F. SPECIAL INMATES:

1. The following inmates have been determined to need special housing including but is not limited to:
 - a) The mentally ill
 - b) Alcoholic
 - c) Drug addict
 - d) Sexual charges
 - e) Suicide risk
 - f) Persons with contagious or communicable diseases
 - g) LGBTI Offenders (Lesbian, Gay, Bi-Sexual, Transgender and Intersex)
 - h) Violent inmates or any inmate with a documented history of aggressiveness towards others.
 - i) **Death row inmates**
2. Until such time as the health authority determines in writing any inmate who is identified as a suicide risk will not be housed in a "single cell" unless the inmate is observed by direct observation 24 hours a day, which will be supported by documentation with notations at increments not to exceed 15 minutes.

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3. Close supervision for special inmates will include irregular, documented physical sight checks by corrections officers or medical staff persons **at intervals not to exceed 15 minutes.**
4. Special housing will be provided to inmates for medical reasons upon orders of the health authority.
5. Inmates who fall under the title "security threat group", known to be a member of a racial, political, or religious group that uses violence to achieve its goals within a corrections setting or in the community will be considered a special housing issue in the Corrections Facilities.
6. **V.I.P.'s – For definition, see SOP 3.01 Section E**
7. **PROTECTIVE CUSTODY** – Inmate requires protective custody to ensure his or her safety and well being. An inmate may, for example, be a current or former law enforcement officer or relative of an officer; material witness; be a known informant; have known enemies in general population; have charges for heinous/notorious crime(s); or for any other reasons that may place the inmate at risk in general population.


G. IP 13 CORE PADDED CELL:

When not being utilized to house self destructive inmates, inmates suffering from Delirium Tremens (D.T.'s) or suffering withdrawals unrelated to alcohol the cell is to be utilized as any other infirmary cell and all normal infirmary housing procedures will be followed.

Some examples of self destructive behavior would be banging head or other body parts against hard surfaces, climbing and jumping off of their bunk, table or toilet in the attempt to purposely cause harm to themselves, refusing to cease their actions when ordered to do so, chemical agent is either ineffective in causing the inmates to cease their actions or can not be properly administered. Inmate's actively demonstrating self destructive behavior will be placed in the restraint chair (SOP 6.06) until deemed manageable. Once manageable the inmate will be placed in IP 13 until medically cleared.

If the situation permits prior approval must be obtained from a Lieutenant or above before placing an inmate into IP 13 for self destructive behavior. Once placed into the cell documented 15 minute checks will be performed (ref SOP 9.04 for additional information on Direct Observation). Once placed into the IP 13 the inmate cannot be removed until cleared by mental health or medical (if the inmate is suffering from Delirium Tremens or withdrawals).

Before placing an inmate in IP 13 all clothing will be removed and the inmate will be placed in a suicide smock. No personal items are allowed in the cell at any time. All

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acceptable and denied items below (A.1. and 2.) are also in effect for any inmate that is housed in or on suicide observation.

A. IP 13 Padded Cell

1. Acceptable Items:


- a.) Suicide Smock (one)
- b.) Suicide Blanket (one)
- c.) Mattress (one)

2. Denied Items:

- a.) Eye glasses (use under supervision only)
- b.) Plastic bags
- c.) Staples or papers bound with staples
- d.) Paper clips
- e.) Razors
- f.) Pillow
- g.) Combs, brushes or hair pins
- h.) Toothbrush-toothpaste (use under supervision only)
- i.) Pens-Pencils
- j.) Rolls of toilet paper
- k.) Books (Bible only)
- l.) Commissary
- m.) Underwear
- n.) Sheet, Pillow case
- o.) Personal effects
- p.) Inmate Wristband
- q.) If an item is not listed above, it must be considered a denied item.

3. Telephone Privileges: Inmates shall be permitted one fifteen (15) minute telephone call per week (if behavior warrants) utilizing the roll around phone.

4. Showers: Inmates will be afforded the opportunity to shower twice weekly. Towels and hygiene items will be provided at the time of the shower along with a clean smock and suicide blanket. The towel and hygiene items will not be kept by the inmate. The inmate's personal hygiene items will be placed in a plastic bin with the inmate's name and ID number. The bin will be stored in the storage room directly


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behind the officer work area. Inmates will be showered individually and transported to a secure shower by officers other than the officer assigned to the observation detail. While the inmate is showering the transporting officer will continue documented checks on the inmate.

5. Cell Cleaning: The cell will be cleaned by an inmate worker, while the inmate is being showered using standard cleaning solutions. No exceptions.
6. Visitation: Inmates will have no visitation while housed in IP 13 padded cell unless first approved by the psychiatrist or designee. These inmates will be afforded the opportunity for visitation if behavior warrants and they do not pose a security risk. Documented 15 minute checks will be performed by assigned officer (s) while at the visitation area. At no time will an inmate housed in IP 13 be left unattended. There will be no exceptions, even with attorney visitation.
7. Court: Special assignment to a Court Operations Deputy is required when the inmate is scheduled for a court appearance. The escorting Corrections Officer will advise the Court Operations Deputy of the inmate being housed in IP 13 for self destructive behavior. The Court Operations Deputy in return will maintain documented 15 minute checks with the inmate. The assigned Court Operations Deputy will not leave the inmate unattended or in a holding cell.
8. Mail: Inmates housed in IP 13 will not receive mail. All mail will be collected and placed in the inmate's property.
9. Razor: Inmates will NOT receive a razor while housed in cell IP 13.
10. Meals: All meals will be bag meals.
11. Recreation: Recreation will not be afforded to inmates while housed in IP 13.

H. HOUSING JUVENILES:

1. When a juvenile has been transferred for prosecution as an adult by direct file, waiver, grand jury indictment, or is wanted by another jurisdiction for


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prosecution as an adult, the juvenile will be housed separately from adult inmates. This is to prohibit the juvenile from having regular contact with incarcerated adults, including inmate workers. Separation of juveniles from adults will permit no more than haphazard or accidental contact.

- a) The facility will contain a separate section for juveniles and will have an adequate staff to supervise and monitor the juvenile's activities at all times. Supervision and monitoring of juveniles will include physical observation and documented checks at intervals not to exceed 10 minutes.
- b) Under no circumstances will a juvenile be placed in the same cell with an adult.

I. RECLASSIFICATION AND REASSIGNMENT OF INMATES:

1. Reassessment of an inmate's classification may be warranted when custody status is affected by additional charges or the disposition of charges.
2. Inmate transfers to new housing assignments will occur only after notification and an approval by Classification staff.
3. Classification staff will review inmate corrections records following court appearances:
 - a) When an inmate appears in court, his or her file will be reviewed for possible classification updating. If charges are added or dropped, custody level may change. If an inmate is sentenced, he or she will be transferred from pre-trial to sentenced housing whenever possible. Any inmate that receives a life or death sentence will automatically be reclassified as high risk and housed accordingly.
 - b) Routine assessments will be conducted every sixty (60) days, whenever possible.
 - c) If an inmate no longer requires medical housing, the health care staff will notify Classifications and approve the inmate's transfer to general population or alternate housing.
 - d) The following reasons may warrant reclassification and change of housing status:
 - 1) Inmate adjustment to confinement or behavioral changes
 - 2) New information pertaining to the present charges
 - 3) Special management concerns
 - 4) Court-Ordered Programs

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J. INMATE APPEAL OF CLASSIFICATION:

1. Inmates may request a change in their classification or housing assignment via a request.
2. A Classification staff member will review the inmate's file in a timely manner and determine if the current classification and housing assignment warrant change.
3. The inmate will be notified with what action, if any is to be taken in response to the request.
4. Copies of the inmate request will be maintained accordingly.
5. The inmate may further appeal this decision by submission of a request to the Facility Commander.


K. HOUSING STANDARDS:

(See Florida Model Jail Standards, Chapter 5)

L. CPU ORIENTATION:

It is the policy of the Lee County Sheriff's Office Corrections Bureau to orientate inmates in the rules and procedures of the Community Program Unit Facility prior to housing.

1. Screening Process;
 - a) The Classifications Office will screen all inmates to determine eligibility of housing assignment in the CPU Facility. The inmate's current and past charges, disciplinary proceedings and behavior will be taken into account during the screening process. Under no circumstances will a Class II or High Risk inmate be permitted at the CPU Compound.
2. Orientation;
 - a) The rules, regulations and procedures for the CPU Facility as well as schedules, daily events and the expectation of the inmates assigned to the facility will be covered.
3. Housing;

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- a) Inmates will be housed in units according to the program to which they will be assigned (Life Skills, New Directions, Cell Dog Program and Inmate Worker Program).