

INMATE CLASSIFICATION & POPULATION MANAGEMENT



ORANGE COUNTY
SHERIFF'S DEPARTMENT

1200 - Introduction

The primary goal of inmate classification and population management is to foster an environment that prioritizes the health, safety, and security of all inmates placed in the custody and care of the Orange County Sheriff's Department, as well as all staff, contractors, and volunteers. This is achieved through the creation, utilization, and periodic review of objective classification and housing plans, which are hereby set forth within this policy. These plans not only provide a procedural framework to assist staff in the performance of their duties, but also establish requirements for consistency and accountability.

1200.1 – Classification Plan

- a) Inmate classification is defined as the categorization of inmates by specific factors such as criminal history, institutional behavior, and safety/security needs, among others. The Classification Plan provides staff with the necessary tools to effectively evaluate and categorize each inmate against those factors, in an objective and consistent manner. The Plan is executed using the following primary components:
 1. Initial classification assessment. This is done through the pre-screening of each inmate's criminal history and institutional behavior, the classification interview, and completion of the Inmate Classification form (J-200) and a Specialty Housing Request Form (J-201), if deemed necessary.

2. Classification Matrix (J-202). This matrix defines all available classification levels and provides a mechanism for determining the appropriate classification assignment for each inmate once all required information is obtained.
 3. Classification Review. A classification review shall be completed if an inmate has received an initial classification assignment and later requires consideration for re-assignment. This is accomplished through the use of a Classification Review Form (J-203).
 4. Jail Management Systems (JMS). These systems consist of software applications and stand-alone electronic documents, which store all classification records including, but not limited to: Biographical information, previous classification and housing assignments, criminal history, institutional behavior, and safety/security needs.
- b) All forms described above are captured and/or completed digitally within the [REDACTED]
[REDACTED]
- For detailed descriptions and procedures encompassed within the Classification Plan, refer to CCOM Sections 1201 – 1204 below.

1200.2 – Housing Plan

- a) The Housing Plan provides staff with a process for placing individual inmates into the most appropriate housing possible and enables them to efficiently audit and manage the entire inmate population. To that end, this Plan is executed using the following primary components:
 1. The Classification Plan, which allows staff to assign each inmate an appropriate classification level. This is the primary driving factor when determining proper housing placement.
 2. The “Health and Disability Notification Form” (J-112/J-105A, paper form). This form is used by Correctional Health Services (CHS) to communicate information to OCSD staff if an inmate requires specific medical or mental health accommodations and/or restrictions while housed or transported within the OCSD jail system.
 3. Jail Management Systems (JMS). These systems consist of software applications and stand-alone electronic documents, which are used to audit space availability, population make-up, and population balancing. The JMS is also used to identify and assign inmates to specific housing locations.
- b) Once all of the above components have been considered, every inmate shall be assigned the most appropriate housing location possible to meet all health, safety, and security needs for that inmate, as well as other inmates and staff.
- c) For detailed descriptions and procedures encompassed within the Housing Plan, refer to CCOM Sections 1201 – 1204 below.

1200.3 – Records and Policy Management

- a) CCOM Policy 1200 – which includes all related documents, procedures, and practices- shall be reviewed at least once annually, but may be revised at any time pursuant to changes in standards or regulations.
- b) Any changes to CCOM Policy 1200 must be approved by the Assistant Sheriff of Custody Operations.
- c) All records created or received relating to any aspects of CCOM Policy 1200 shall be retained in accordance with the Orange County Sheriff’s Department’s Retention Schedule.
- d) OCSD personnel shall not classify, house, move, or transport any inmate in a manner that falls outside of the policies and procedures set forth in CCOM Policy 1200; Nor shall supervisors, managers, or any other ranking officials order subordinate personnel to do so. Any personnel found to be in violation of this policy will be subject to discipline.

1200.4 –Staff Responsibilities

- a) All sworn staff assigned to the Classification Unit or Population Management Unit shall attend an STC approved Classification course, as directed by the SSB Captain.
- b) Population Management Unit (PMU) Deputies shall have the following primary responsibilities:
 - 1. Assign and coordinate the efficient and safe housing of inmates across all facilities.
 - 2. Conduct periodic auditing of all housing areas to ensure proper placement and population balancing.
 - 3. Perform strategic housing planning for future or emergent operational needs (planned construction, changes in law or department policy, etc.)
 - 4. Coordinate with Correctional Health Services (CHS) to manage and track all inmates placed in quarantine or medical isolation housing, when applicable.
 - 5. Provide support to Classification staff as needed.
 - 6. Conduct daily audits and follow-up investigations for inmates classified as “AH3”. Refer to CCOM Section 1201.4 – Classification Reviews for more information regarding AH3 inmates.
 - 7. Audit the inmate population to identify inmates who have not been Live Scanned, or their identity has not been biometrically confirmed. Upon discovery of an inmate whose identity has not been biometrically confirmed, PMU will notify the appropriate Classification Sergeant via email and request that the inmate's identification be biometrically verified using one of the Mobile Identification devices located in the IRC or TLF Classification Sergeant office. The Classification Sergeant will assign a Classification Deputy to use the Mobile Identification device to confirm the inmate's identity and make an entry in the jail management system containing the transaction identification number, OCN, CII and FBI numbers. PMU staff are responsible for ensuring the inmate’s identity is biometrically verified within 24 hours from the time the inmate was transferred into the care and custody of OCSD and shall verify the jail management system contains the required information.

8. Conduct annual reviews of CCOM Policy 1200 and suggest revisions to Custody Command as needed.
 9. Conduct periodic administrative separation reviews for inmates classified as "AH3 and PC-AH". For more information refer to CCOM Section 1202.4 – Administrative Housing Inmates.
- c) The PMU Sergeant shall have the following primary responsibilities:
1. Supervise PMU Staff and oversee daily operations.
 2. Provide support to Classification Sergeants as needed.
 3. Coordinate responses to all Public Records Act requests, subpoenas, and court orders that relate to jail operations.
 4. Develop and monitor CCOM policies related to classification and housing responsibilities.
 5. Monitor overall housing for the inmate population across the Orange County Jail System and coordinate mass movement as needed.
 6. Serve as liaison between Correctional Health Services (CHS) and the Special Services Bureau (SSB).
- d) Classification Deputies shall have the following primary responsibilities:
1. Complete the *Classification Training Manual* upon being assigned to the Classification Unit. All sections must be deemed satisfied by a Classification Training Officer.
 2. **Verify inmate identification by comparing Live Scanned Cal-ID return of OCN, CII or FBI number prior to conducting the classification interview and/or assigning a classification level and completing the booking process. See Classification Training Manual for more details.**
 3. Interview and classify inmates prior to housing.
 4. Assist PMU as needed for individual housing assignments. Classification shall notify PMU of any changes in housing assignments.
 5. Conduct classification reviews and make appropriate classification and housing changes as needed.
 6. Investigate incidents involving possible Wrong Defendant bookings. Refer to CCOM Section 1204.6 – Wrong Defendant for more information regarding Wrong Defendants.
 7. Conduct periodic Prison Rape Elimination Act (PREA) assessments and reviews in accordance with CCOM Section 2900.7 – Screening for Risk of Sexual Victimization and Abusiveness and Use of Screening Information.
 8. At the request of Inmate Records, screen inmates with USIN holds (per the California Truth Act) and notify Immigration and Customs Enforcement (ICE) of any inmates pending release by OCSA that qualify for pick up by ICE.
 9. Maintain and update (once per day) the [REDACTED] for all inmates requiring special protocols.
- e) The Classification Sergeants shall have the following primary responsibilities:
1. Supervise Classification Staff and oversee daily operations.
 2. Review and approve/reject [REDACTED] by Classification/PMU Staff.
 3. Review and assign inmate discipline.

4. Conduct one audit per shift of a classified inmate completed by a Classification Deputy (who reports directly to that Sergeant), for accuracy and completeness, in accordance with the following procedures:
 - i. Each audit will be documented in the [REDACTED]
 - ii. Any deficiencies and corrective actions taken will be documented on the worksheet.
 - iii. Each Classification Sergeant will be responsible for completing a total of [REDACTED]
 - iv. Classification Sergeants shall notify the SSB Captain if a significant deficiency is discovered during the audit process.
 - v. Classification Sergeants shall take appropriate actions to remedy any deficiencies to ensure the health and safety of any inmate and the safety of any jail facility.
5. Complete the [REDACTED] for their individual shift, which shall include documentation of administrative duties, the daily classified inmate audit, and any other significant events that occurred during the shift. [REDACTED]
6. Act as liaison between the Classification Unit and Jail Operations.
- f) The Special Services Bureau (SSB) Captain shall have the following primary responsibilities:
 1. Review the [REDACTED] and ensure the objective classification system is being utilized to properly classify inmates.
 2. The results of the [REDACTED] Commander and the Assistant Sheriff of Custody Operations.
 3. Appropriate actions will be taken to ensure the objective classification system continues to protect the health and safety of those in our care and custody.

1201 - Classification Assignments and Reviews

1201.1 - Initial Classification Assignment

- a) Classification Staff shall utilize external and internal systems (NCIC, CLETS, JMS, etc.) to obtain information regarding an inmate's criminal history, institutional behavior, and previous classification levels, when such systems are accessible, to assist in determining their classification level. Classification Staff shall make every attempt to contact outside agencies and/or correctional facilities, when necessary, to obtain or confirm information needed to properly classify an inmate.
- b) The information gathering process may occur before, during, and after completion of the classification interview as needed, but shall be completed prior to submitting the J-200. This ensures the information entered is as accurate as possible and the inmate receives the most appropriate classification level.

- c) Classification staff shall conduct individual classification interviews in areas away from other inmates, so that the information obtained is kept confidential, and to promote candid interviews with staff.
- d) During the classification interview, Classification Staff shall – to the extent possible – confirm any information obtained during the information gathering process with the inmate and address any discrepancies.
- e) If the Classification Deputy is unable to verify information needed to properly classify an inmate in a timely manner (e.g., within their scheduled shift), the Deputy shall classify the inmate as “AH3” (Administrative housing) and the inmate shall be housed alone pending further investigation. Refer to CCOM Section 1201.4 – Classification Reviews for more information regarding AH3 inmates.
- f) If during a classification interview an inmate has a medical complaint, or is displaying signs of a mental health crisis, Classification Staff will refer the inmate to Correctional Health Services (CHS) for immediate evaluation.

1201.2 - Inmate Classification Form (J-200)

- a) Classification staff shall ensure the J-200 is properly and thoroughly completed during the Initial Classification Assessment. The J-200 shall include the following information:
 1. Identification of the classifying facility.
 2. Identification of the interviewer, date and time of the interview.
 3. The inmate's identifiers and personal information.
 4. Health and disability screening information.
 5. Arrest history.
 6. Violence history.
 7. Previous State, County, and/or Federal commitments.
 8. Institutional behavior.
 9. Escape history.
 10. Safety concerns.
 11. Prison Rape Elimination Act (PREA) Victimization and Abusiveness Screening.
 12. Gang association or involvement.
 13. Sexual orientation, gender identity, and search preference.
- b) Any inmate requiring medical, mobility/accessibility, or mental health accommodations shall be coordinated through Correctional Health Services (CHS) and will require a [REDACTED] [REDACTED]. Refer to CCOM Sections 1203.3 – Medical and Mental Health Housing and CCOM Section 1204 – Supplementary Classification and Housing Considerations for further details.
- c) If an inmate is identified by Classification Staff (via historical record review) as being Lesbian, Gay, Bisexual, Transgender, Queer, or Intersex (LGBTQI), or if the inmate self identifies as LGBTQI during their classification interview, Classification Staff shall notify them of the following housing options:

1. General Population (GP) housing, only if ALL of the following criteria are met:
 - i. The inmate was not previously classified as Protective Custody (PC) in a local detention facility or placed on a “Sensitive Needs Yard” (SNY) in a state or federal detention facility.
 - ii. The inmate does not have any safety concerns in GP housing.
 - iii. Classification Staff has not identified other safety or security concerns regarding placement in GP housing.
 2. PC “Main-line” housing, only if ALL of the following criteria are met:
 - i. The inmate has safety concerns in GP housing.
 - ii. The inmate does not have safety concerns being housed with other PC inmates who do not identify as LGBTQI.
 3. PC GBTQI housing, only if one or more of the following criteria are met:
 - i. The inmate has safety concerns in both GP and PC “Mainline” housing, and/or;
 - ii. The inmate prefers to be housed with other individuals who identify as GBTQI.
 4. For GBTQI inmates, Program housing (“Pride Program”), only if ALL of the following criteria are met:
 - i. The inmate meets above criteria for PC GBTQI housing.
 - ii. The inmate has been or will be assigned a classification of “PC3.”
 - iii. The inmate desires such placement.
 - iv. The inmate passes additional screening and interview criteria, to be conducted by PMU upon notification by Classification Staff of the inmate’s desire for placement into the “Pride Program.”
- d) If the inmate desires placement into the "Pride Program," they shall be housed temporarily in PC GBTQI housing, pending screening and follow-up interview by PMU. For more information regarding the screening and placement of inmates into the “Pride Program,” refer to CCOM Section 1204.5(b) – GBTQI Inmates.

1201.3 – Classification Matrix

- a) The Classification Matrix [REDACTED] establishes factors related to each inmate and assists in determining an appropriate classification level. The digital J-200 form incorporates information from the [REDACTED] and will automate and recommend a classification level based on data entered during the Initial Classification Assessment. However, this recommendation shall only be used as a guide to assist in determining an inmate’s classification level. Classification Staff is responsible for being familiar with the J-202 matrix and ensuring that inmates are appropriately classified.
- b) The following are the classification options:
 1. General Population (GP); Levels 1-7.
 2. High Security (HS).

3. Administrative Housing (AH); Levels 1-3, Protective Custody (PC-AH)
 4. Protective Custody (PC), Levels 1-3
 5. Civil Commitments (Civil); WI-6600 "SVP," CPC-1332/CCP-1209
- c) Any inmates not classified as General Population are considered "Specialty Housing" and require completion of a Specialty Housing Request Form (J-201) or a Classification Review Form (J-203; if initially classified as GP and require re-classification). These forms require a Classification Sergeant's review and approval prior to assigning any "Specialty Housing" classifications. Refer to CCOM Section 1202.2 – Specialty Housing Inmates for more information.

1201.4 – Classification Reviews

- a) All classification reviews will be documented on a Classification Review Form (J-203) via the "MY18 Custody Center" Web Application.
- b) When conducting a classification review, Classification Staff shall consider all available information including, but not limited to: The inmate's discipline history, assaultive behavior toward staff or other inmates, gang involvement, staff observations, and statements made by the inmate.
- c) All Classification Reviews, with the exception of Administrative Separation Reviews, shall include a face-to-face interview with the inmate. During this interview, staff shall ensure the following items are addressed and documented:
 - d) Notify the inmate of the change in their classification level.
 - e) Explain how the inmate's new classification level may affect their housing and programming (e.g., GP Barracks housing vs PC Module housing, depending on the inmate's previous housing history).
 - f) Address any potential safety concerns the inmate may have in their new classification level and/or housing location.
 - g) Obtain any additional information from the inmate that may assist staff in making a final recommendation on a classification and/or housing change.
 - h) If a Classification Review is submitted in error, and/or the issue is determined not to be Classification related, Classification Staff will document this in the response and note that an interview was not required.
 - i) Inmates may request a review of their classification level no sooner than 30 days from the date of their last review.
 - j) If an inmate self-identifies as LGBTQI to staff at any time after the Initial Classification Interview has been completed, a Classification Review and face-to face interview shall be conducted by Classification Staff within 24 hours of receipt of a Classification Review Form. For more information on LGBTQI inmates, refer to CCOM Sections 1201.2(c), (d), and 1204.5.
- k) Classification reviews shall be completed under the following circumstances:
 - a. Notification of a supplemental booking.
 - b. Notification of a CPC 1170(h) conviction.
 - c. Notification of an amended charge.

- d. Notification of sentencing.
 - e. Incident-based notification.
 - f. Request from an inmate (no sooner than 30 days from the date of their last review).
 - g. Request from an inmate who self-identifies as LGBTQI.
 - h. Scheduled PREA review.
 - i. Periodic administrative separation review.
 - j. Receipt of information – either internally via jail intelligence or from an outside agency – that may affect the inmate’s current classification, their health and safety, or the safety and security of the jail.
- l) All Classification Review Forms (J-203) shall be reviewed and approved by a Classification Sergeant.

1202 – Classification Descriptions and Identification

- a) Classification levels are assigned to inmates using OCSD’s objective-based Classification System. The goal of these assignments is to provide inmates with the least restrictive housing and programming possible, while prioritizing the safety and security of inmates and staff.
- b) For the purposes of this policy, “Programming” is defined as:
 - 1. Any activity where one or more inmate(s) are in an area - for an extended period of time - for the purpose of recreation, religious worship, or education / rehabilitation. These activities include:
 - i. Dayroom
 - ii. Outdoor recreation
 - iii. Education / Rehabilitation classes
 - iv. Religious services
 - 2. Non-Programming activities are those whose primary purpose does not involve engagement/interaction between inmates, and/or the activities described above, such as:
 - i. Visiting
 - ii. Chow hall
 - iii. Medical waiting areas
 - iv. Staging areas or hallways
 - 3. The definitions described above should be used when determining compatibility of inmates during daily facility operations. For more information regarding inmate compatibility, refer to CCOM Section 1203.1(e) – “Movement and Compatibility Procedures.”

1202.1 - General Population (GP) Inmates

- a) Inmates shall be considered General Population (GP) for classification purposes, unless otherwise designated. Refer to CCOM Section 1202.2- Specialty Housing Inmates. Every inmate classified as GP will be assigned a security level of 1-7.

- b) Generally, GP inmates should be housed and programmed with those of the same security level. However, the following classification groups may be placed together to mitigate housing and programming constraints:
1. GP6 and GP7 inmates may be housed and programmed together.
 2. GP4 and GP5 inmates may be housed and programmed together.
 3. GP1, GP2, and GP3 inmates may be housed and programmed together.
 4. GP inmates assigned as workers (GP4 – GP7) may be housed and programmed together, but only when housed in dorms or barracks. GP workers housed in double or multi-occupancy cells shall only be housed within the approved classification groups described above in (b)1 & (b)2. For more information regarding inmate workers, refer to CCOM section 1204.1, and 2004.
 5. GP inmates housed in medical dorms may be housed and programmed together outside of the approved classification groups described above in (b)1 – (b)3. However, these housing assignments will be determined on a case-by-case basis after consultation between Classification, CHS, and housing staff. These housing assignments will depend on each inmate’s health needs, their criminal/institutional history, and housing constraints.
 6. GP4 – GP7 inmates placed in program housing units (e.g., HUMV) may be housed and programmed together. However, these housing assignments will be determined on a case-by-case basis after consultation between PMU, Inmate Services staff, and housing staff. These housing assignments will depend on each inmate’s criminal/institutional history, program participation criteria, and housing constraints. For more information regarding program housing units, refer to CCOM Section 1205 – Inmate Program Housing.
- c) Under extenuating circumstances, the Special Services Bureau Captain - in collaboration with Custody Operations Facility Commanders - may approve GP inmates to be housed together that fall outside of the approved procedures outlined above in 1202.1(b). The applicable Facility Watch Commander(s) will document the approval in the Custody Operations Supervisor log – Administrative Assignment. The Assistant Sheriff of Custody Operations shall be notified as soon as practical.
- d) Generally, GP inmates of different security levels may be placed in temporary holding cells together during the intake and re-housing process to mitigate holding cell constraints. However, any safety or security concerns should be taken into account prior to placing inmates of different security levels together (e.g., recent assaultive behavior, mental health issues, etc.).
- e) GP inmates do not require restraints during movement within a facility and can be escorted with all other GP inmates.

1202.2 – Specialty Housing Inmates

- a) Inmates assigned a Specialty Housing classification may require additional security restrictions. Restrictions will only be placed when there is a legitimate security need or for disciplinary reasons.

- b) Every inmate requiring Specialty Housing upon initial classification or re-classification shall have a [REDACTED]
[REDACTED]
- c) [REDACTED] shall be reviewed and approved by a Classification Sergeant prior to housing the inmate.
- d) The following are the classifications of Specialty Housing inmates:
 - 1. High Security (HS).
 - 2. Administrative Housing (AH); Levels 1-3, Protective Custody (PC-AH)
 - 3. Protective Custody (PC); Levels 1-3
 - 4. Civil Commitments (Civil); WI-6600 "SVP," CPC-1332/CCP-1209).
- e) Generally, Specialty Housing inmates shall only be housed with inmates of the same security level.
- f) AH3 inmates, PC-AH inmates, and Civil detainees will be housed alone. However, Classification/PMU has discretion to group and/or house these inmates/detainees with compatible inmates/detainees - of like classification level- under certain circumstances. A Classification Review (J-203) shall be submitted and approved by the Classification Sergeant prior to any of these inmates being placed together.
- g) Under extenuating circumstances, the Special Services Bureau Captain- in collaboration with Custody Operations Facility Commanders- may approve Specialty Housing inmates to be housed together that fall outside of the approved procedures outlined above in 1202.2(e) and (f). The applicable Facility Watch Commander(s) will document the approval in the Custody Operations Supervisor log – Administrative Assignment. The Assistant Sheriff of Custody Operations shall be notified as soon as practical.
- h) A Classification Sergeant may approve Specialty Housing inmates of different security levels to be placed in temporary holding cells together during the intake or re-housing process to mitigate holding cell constraints.

1202.3 - High Security (HS) Inmates

- a) HS inmates are those who require a higher level of security than the general population inmates. Reasons for placing an inmate on HS status include but shall not be limited to, booking charges, member, or associate of a validated prison gang, identified as being extremely influential among other inmates, assaultive toward staff or inmates, or specialty housing while in other institutions.
- b) Staff shall not allow high security inmates to possess razors. These inmates may be given one razor upon request but must return the razor once they are finished.

1202.4 – Administrative Housing (AH) Inmates

- a) Title 15, Section 1053 states "administrative separation" may consist of separate and secure housing that does not involve any other deprivation of privileges than is necessary to obtain the

objective of protecting inmates and staff. Custody Operations defines these types of inmates as Administrative Housing (AH).

- b) Administrative separation must not adversely affect an inmate's health. Administrative Housing inmates with a medical, ADA accessibility, or mental health requirement shall be placed in housing that meets these requirements.
- c) There are four classifications for AH inmates. Inmates may be classified to a particular level for the following reasons:
 - 1. AH-1
 - i. Prone to escape.
 - ii. Assaultive toward staff or other inmates.
 - iii. Disruptive to the operations of the jail.
 - iv. Associates of a validated prison gang or security threat group.
 - v. Facing, or have been sentenced to, the death penalty or a life sentence.
 - 2. AH-2
 - i. Self-admitted or validated member of sensitive needs yard (SNY) gang (25s, Greenlighters, Allstars, Northern Riders, etc.).
 - ii. Protective custody inmates who become problematic based on continual assaults, extortions and/or threats towards other PC inmates.
 - 3. AH-3
 - i. Undergoing a classification investigation to determine appropriate housing and/or classification.
 - ii. Inmates who have been targeted for assault while in custody, due to gang politics.
 - iii. AH-3 Inmates who share similar characteristics may be assessed for their ability to be housed and/or participate in group activities together, such as dayroom and outdoor recreation. A classification review will occur to document the assessment.
 - 4. Protective Custody-Administrative Housing (PC-AH) Inmates
 - i. Inmates who require protection and separation from other inmates, including PC and PC-AH inmates.
 - ii. Law enforcement, ex-law enforcement, and relatives of law enforcement officers.
 - iii. Government officials, judges, and attorneys.
 - iv. PC-AH inmates who share similar characteristics may be assessed for their ability to be housed and/or participate in group activities together, such as dayroom and outdoor recreation. A classification review will occur to document the assessment.
- d) The Population Management Unit (PMU) will conduct an administrative separation review for inmates who are classified as AH-3 or PC-AH, for a period of more than 60 days.
 - i. Administrative separation reviews will be conducted once every 60-to-90-day period, but no sooner than 60 days from the last review.

- ii. Administrative separation reviews will be independent of any other type of classification review that may occur.
 - iii. The administrative separation review will document an individualized evaluation of the need for continued placement in or removal from administrative housing.
 - iv. PMU will use all documentation available from the time of initial classification to AH-3 or PC-AH and any subsequent documentation that has become available to determine if a face-to-face interview is required for the periodic review.
 - v. When it becomes apparent to PMU staff that the inmate's classification will more than likely change resulting in removal from administrative housing, a face-to-face interview shall occur.
 - vi. PMU will document the administrative separation review using the classification review form (J-203).
 - vii. All administrative separation reviews will be approved by the Classification Sergeant prior to an inmate's removal from administrative housing.
- e) Staff shall not allow any AH inmates to possess razors. These inmates may be given one razor upon request but must return the razor once they are finished. Transgender and Intersex PC-AH inmates may request one additional razor, for a total of two razors, but must return the razor(s) once they are finished.

1202.5 - Protective Custody (PC) Inmates

- a) PC inmates are those who require separation and/or protection from other inmates. Any time an inmate is identified as needing protective custody, they shall be separated from other classifications of inmates.
- b) Classification staff may classify an inmate as PC based on circumstances surrounding the following:
 - 1. The inmate's booking charges.
 - 2. The inmate's gang affiliations or withdrawal from a gang.
 - 3. The inmate is identified as an informant or a witness where these circumstances may pose a danger to the inmate.
 - 4. The inmate has been identified by other inmates as being a prior PC within a County, State or Federal institution.
 - 5. Staff has confirmed threats against the inmate.
- c) Classification staff shall classify inmates with the following charges as PC:
 - 1. All sex crimes involving a minor.
 - 2. PC 290 violations where the controlling charge is a sex crime involving a minor.
 - 3. Probation and parole violations where the controlling charge is a sex crime involving a minor.
- d) Classification staff may classify inmates with all other crimes against a minor as PC inmates.

- e) Classification staff may take into consideration the inmate’s prior PC or SNY (Sensitive Needs Yard) status, the length of time they were classified as such, and the time that has passed since their last classification.
- f) There are three levels of PC inmates. Inmates may be classified to a particular level for the following reasons:
 - 1. PC-1
 - i. May have been previously classified as Administrative Housing (AH) (generally AH-1) and now require PC housing.
 - ii. Have a history of escape, assaultive behavior, and/or affiliation to a validated prison gang or security threat group.
 - 2. PC-2
 - i. Inmates who are confirmed gang dropouts with protection needs.
 - ii. Inmates meeting the above criteria for PC who have a classification level of GP 1-5.
 - 3. PC-3
 - i. These inmates are those who have been identified as requiring PC based solely on their charges, such as crimes against minors.
 - ii. May also be inmates meeting the above criteria for PC who have a classification level of GP 6-7.

1202.6 – Civil Detainees

- a) Civil Detainees are committed to the custody of the Sheriff’s Department under W&I 6600, CPC 1332, or CCP 1209. These detainees are held on civil cases such as Child Support, Civil Contempt or Civil Sexually Violent Predator matters.
- b) Civil Detainees committed to the custody of the Sheriff’s Department under Welfare and Institutions (W&I) Code 6600 are those who have been identified by the court as Sexually Violent Predators (SVP). W&I 6600 defines SVP, in general, as “a person who has been convicted of a sexually violent offense against one or more victims and who has a diagnosed mental disorder that makes the person a danger to the health and safety of others in that it is likely that he or she will engage in sexually violent criminal behavior.” These individuals have served their criminal sentences and have been found by a court of law to pose a continuing danger to others and include those awaiting such judicial proceedings.
- c) Civil Detainees committed to the custody of the Sheriff’s Department under CPC 1332 & CCP 1209 - pursuant to CPC 4001(3)- include “persons detained as witnesses or held under civil process, or an order imposing punishment for a contempt.”
- d) Every Civil Detainee that is committed to the custody of the Sheriff’s Department shall be screened by Classification staff to determine an initial classification level, which follows the same process and criteria for all inmates. However, once this process is completed, Classification Staff shall complete [REDACTED] explaining the

individual's Civil Detainee status and requesting them to be classified as [REDACTED]
[REDACTED] be reviewed and approved by the Classification Sergeant prior to housing and the detainee will be dressed in jail issue according to their initial classification.

- e) "Civil-6600" and "Civil-1332/1209" Detainees shall not be housed together in the same cells.
- f) All Civil Detainees shall be housed separately from criminal inmates. "Criminal Inmates" as used herein includes persons committed on criminal process and detained for trial and persons already convicted of crime and held under sentence.
- g) Civil Detainees are required to read, understand, and comply with all Jail Rules. Any violation of laws or jail rules may result in jail discipline and/or criminal prosecution.
- h) For more information on Civil Detainees, refer to CCOM Section 7102 – Civil Detainees.

1202.7 - Classification Summary Chart

The following is a list of the classification levels with a summary of factors related to each level:

CLASS	LEVEL	DESCRIPTION
GP	GP1	MINIMAL, MODERATE, OR EXTENSIVE ARREST FACTOR; EXTENSIVE VIOLENCE FACTOR; MINIMAL, MODERATE, OR EXTENSIVE PRISON FACTOR; STREET GANG MEMBER OR AFFILIATE; LOW OR HIGH INSTITUTIONAL BEHAVIOR , MODERATE OR HIGH ESCAPE FACTOR
	GP2	MINIMAL, MODERATE, OR EXTENSIVE ARREST FACTOR; EXTENSIVE VIOLENCE FACTOR ; MINIMAL, MODERATE, OR EXTENSIVE PRISON FACTOR; STREET GANG MEMBER OR AFFILIATE; LOW INSTITUTIONAL BEHAVIOR; MODERATE ESCAPE FACTOR
	GP3	MINIMAL, MODERATE, OR EXTENSIVE ARREST FACTOR; MODERATE VIOLENCE FACTOR ; MINIMAL, MODERATE, OR EXTENSIVE PRISON FACTOR ; STREET GANG MEMBER OR AFFILIATE; LOW INSTITUTIONAL BEHAVIOR; MODERATE ESCAPE FACTOR
	GP4	MINIMAL, MODERATE, OR EXTENSIVE ARREST FACTOR; MINIMAL VIOLENCE FACTOR; MINIMAL OR MODERATE PRISON FACTOR ; STREET GANG MEMBER OR AFFILIATE; LOW INSTITUTIONAL BEHAVIOR
	GP5	MINIMAL, MODERATE, OR EXTENSIVE ARREST FACTOR; MINIMAL VIOLENCE FACTOR ; MINIMAL PRISON FACTOR; STREET GANG MEMBER OR AFFILIATE
	GP6	MODERATE OR EXTENSIVE ARREST FACTOR ; MINIMAL OR MODERATE PRISON FACTOR ; PREA BASED HOUSING (NON - "POLITICKING")
	GP7	MINIMAL OR MODERATE ARREST FACTOR; MINIMAL PRISON FACTOR; PREA BASED HOUSING (NON - "POLITICKING")
HS	HS	ASSAULTIVE TOWARDS INMATES OR STAFF, MEMBER OR ASSOCIATE OF A VALIDATED PRISON GANG, <u>EXTREMELY INFLUENTIAL AMONG OTHER INMATES</u>
AH	AH1	<u>ASSAULTIVE TOWARDS STAFF</u> , INDETERMINATE SHU, ASSOCIATE OF A VALIDATED PRISON GANG OR SECURITY THREAT GROUP (STG), SENTENCED TO THE DEATH PENALTY OR LIFE SENTENCE
	AH2	PREVIOUSLY REQUIRED PROTECTION, BECAME PROBLEMATIC BASED ON CONTINUAL ASSAULTS (STG), EXTORTIONS, <u>PC GANGS</u>
	AH3	<u>UNDERGOING A CLASSIFICATION INVESTIGATION</u> , REQUIRES SEGREGATION FROM GEN POP
PC	PC1	PREVIOUSLY CLASSIFIED AS AH1 AND NOW REQUIRES PC HOUSING
	PC2	CONFIRMED GANG DROP-OUT WITH PROTECTION NEEDS (GENERAL POPULATION LEVELS 1-5)
	PC3	PROTECTIVE CUSTODY BASED SOLELY ON THEIR CHARGES, SEX CRIMES AGAINST A CHILD, PREA, AND/OR SAFETY CONCERNS IN GENERAL POPULATION (GENERAL POPULATION LEVELS 6-7)
	PC-AH	INMATES NEEDING PROTECTION/SEPARATION FROM OTHER INMATES INCLUDING PC AND PC-AH INMATES
CIVIL	CIVIL-1332/1209	DETAINEES HELD ON CIVIL CASES SUCH AS CHILD SUPPORT OR CIVIL CONTEMPT (CPC 1332, CCP 1209)
	CIVIL-6600 (SVP)	DETAINEES WHO HAVE BEEN CONVICTED OF A SEXUALLY VIOLENT OFFENSE AND HAVE BEEN DIAGNOSED WITH A MENTAL HEALTH DISORDER THAT MAKES THEM A DANGER TO THE HEALTH AND SAFETY OF OTHERS (W&I 6600)

1202.8 - Inmate Identification Cards and Clothing

Identification cards are issued to inmates to provide a readily recognizable means of identifying inmates and their classification levels.

Classification staff shall ensure an identification card is printed for each inmate at the end of the classification process. Printed identification cards will be given to Male and Female Booking Prowlers to be issued to inmates prior to being housed.

If an inmate's classification level is changed for any reason, it will be the responsibility of Classification Staff to ensure the inmate receives a new identification card and new clothing (if required).

The following charts describe identification card and clothing procedures for each classification, as well as supplementary designations:

IDENTIFICATION CHART		
CLASS / LEVEL	ID CARD	CLOTHING
GP1 - GP7	Orange Stripe & Class / Level on front	Orange top / Orange pants / Orange Sweatshirt
AH1 - AH3	Red stripe & Class / Level on front	Orange top / Orange pants / Orange Sweatshirt
HS	Red stripe & Class / Level on front	Red top / Red pants / Orange Sweatshirt
PC-AH, PC1 - PC3	Green Stripe & Class / Level on Front	Green top / Green pants / Light Gray Sweatshirt
CIVIL-1332/1209, CIVIL-6600 (SVP)	Gray Stripe & Class / Level on Front	Dressed according to initial classification level

SUPPLEMENTARY IDENTIFICATION		
DESCRIPTION	ID CARD	CLOTHING
"HUMV" Inmates	Labeled according to Class / Level	Camouflage top, Camouflage pants
GP Inmate Workers	Labeled according to Class / Level	Light blue top, Orange pants
PC Inmate Workers	Labeled according to Class / Level	Light blue top, Green pants
Pregnant Inmates	Labeled according to Class / Level	Top that matches Class / Level, Pink pants
Mental Health "M1" & "M2" Inmates	Labeled according to Class / Level	Top that matches Class / Level, Dark green pants
Mental Health "M3" Inmates	Labeled according to Class / Level	Top that matches Class / Level, Dark green pants ("Chronic" Units only)

For further details regarding inmates that require supplementary designations, refer to CCOM Section 1204- Supplementary Classification and Housing Considerations.

1203 – Inmate Security, Housing Assignments, and Transfers

1203.1 – Inmate Security Procedures

- a) Generally, staff shall ensure inmates with a specialty housing classification (non-GP) are separated from other classification levels. Staff may intermix specific specialty housing classifications together during transport and in transportation vehicles based on security and the needs of the Transportation Bureau.
- b) If holding cells become limited, inmates of different classification levels may be placed in cells together while restrained, with approval from the Classification Sergeant.
- c) The following chart describes Restraint Requirements for General Population (GP) and Specialty Housing classifications:

CLASS / LEVEL	RESTRAINTS	
	<i>WITHIN FACILITY</i>	<i>OUTSIDE FACILITY</i>
GP1 - GP7	No restraints required	Waist restraints required
AH1 - AH3	Waist and leg restraints required for all movement	
HS	Waist and leg restraints required for all movement	
PC-AH, PC1	Waist and leg restraints required for all movement	
PC2 & PC3	No restraints required	Waist restraints required
CIVIL-1332/1209	Follow procedures for initial Class / Level	
CIVIL-6600 (SVP)		

- d) For more information on the application and use of restraints, refer to CCOM Section 1800 – Restraints and Emergency Response.
- e) The following chart describes inmate Movement and Compatibility Procedures:

INMATE MOVEMENT & COMPATIBILITY PROCEDURES				
CLASS / LEVEL	MOVEMENT		HOLDING CELLS	HOUSING / PROGRAMMING
	ESCORT	GROUPING		
GP1 - GP3	Escort at all times	Any other GP inmates	Any other GP inmates	With like Class/Level, but can mix the following groups as needed: GP1 - GP3 GP4 & GP5 GP6 & GP7
GP4 - GP7	May move un-escorted (with a pass) <i>*see (f)1 below</i>			
AH1	Escort at all times	Other AH1's, but can mix with GP inmates (only if all are restrained)		Other AH1's ONLY
AH2		Other AH2's ONLY	Other AH2's ONLY	Other AH2's ONLY
AH3		Other AH3's (only if all are restrained)	ALONE <i>*see (f)2 below</i>	ALONE <i>*see (f)2 below</i>
HS	Escort at all times	Other HS inmates ONLY	Other HS ONLY	Other HS ONLY
PC-AH	Escort at all times	Other PC-AH inmates ONLY	ALONE <i>*see (f)2 below</i>	ALONE <i>*see (f)2 below</i>
PC1	Escort at all times	With like class level, but can mix if needed (only if all are restrained)		Other PC1's ONLY
PC2	Escort at all times <i>*see (f)4 below</i>			With Like class level, but can mix with PC2 if needed <i>*see (f)3 below</i>
PC3		Other PC3's ONLY	Other PC3's ONLY	
CIVIL-1332/1209	Escort at all times	Other compatible 1332/1209 inmates ONLY (based on initial Class/Level)		
CIVIL-6600 (SVP)		Other compatible 6600 inmates ONLY (based on initial Class/Level)		

- f) *The above procedures shall be standard practice for all inmate movement, housing placement, and programming. However, the following exceptions are permitted:*
1. *Although GP4 - GP7 inmates may move within a facility un-escorted (with a movement pass), an escort may be required based on several factors such as safety/security related concerns, or the needs/limitations of each facility. Therefore, final discretion on un-escorted movement of these inmates will fall upon the Commander of each facility.*
 2. *Generally, AH3 and PC-AH inmates shall be kept alone. However, Classification/PMU has discretion to group, house, or program specific inmates together under certain circumstances. A Classification Review shall be submitted and approved by the Classification Sergeant prior to these inmates being placed together.*
 3. *PC2 and PC3 inmates may be grouped together during non-programming activities, without being restrained. Refer to CCOM section 1202 for more information regarding programming vs non-programming activities).*
 4. *PC2 and PC3 inmates housed at the Central Men's Jail (CMJ) are permitted to move within that facility unescorted, with the following conditions:*
 - i. *The inmate(s) must be given a movement pass.*
 - ii. *Staff at the start, middle, and end locations must communicate prior to the movement, to confirm the path is clear of other incompatible inmates (i.e., GP's, AH's, etc.).*
 - iii. *The inmate(s) destination must have a Deputy, Sheriff's Special Officer (SSO), or Correctional Services Assistant (CSA) present to receive them.*

1203.2 – Housing Assignments and Changes

- a) Inmates shall be housed in the cells/bunks assigned to them by PMU or Classification according to the Classification and Housing Plans outlined in CCOM Section 1200.1 – Classification Plan and CCOM Section 1200.2 – Housing Plan. Housing Staff shall not move an inmate to a different cell/bunk assignment without first contacting PMU or Classification to request the change. The only exception to this is if there are exigent circumstances requiring an inmate(s) to be moved immediately (fight, man down, etc.). In these cases, Housing Staff shall immediately move the inmate(s) to the nearest safe and secure location and contact PMU or Classification as soon as practical.
- b) Any request to move an inmate out of their assigned facility, module, or sector/tank/dorm must be explained and submitted to Classification Staff on a [REDACTED] Classification Staff will review the request, coordinate with PMU as needed, and notify Housing Staff of the approval or denial.
- c) A request for a bunk assignment change within a sector/tank/dorm does not [REDACTED] However, Classification Staff must still approve the request and shall be responsible for making the assignment change in the JMS system.

- d) Any housing change request resulting from a maintenance issue (broken toilet, etc.) does not [REDACTED] However, Classification Staff must still approve the request and shall be responsible for making the assignment change in the JMS system.

1203.3 – Medical and Mental Health Housing

- a) CHS Staff shall be responsible for assigning inmates to medical or mental health housing. However, CHS shall coordinate with Classification Staff, PMU, and Housing Staff in those housing locations to ensure inmates are housed in the most appropriate location for their own health and safety, as well as the safety and security of the facility.
- b) CHS Staff shall [REDACTED] for any inmate in need of medical or mental health housing, or for any inmate who is cleared to be moved out of those housing locations.
- c) Classification/PMU shall ensure the [REDACTED] prior to moving such inmates.

1203.4 – Inmate Transfers

- a) PMU or Classification Staff will screen inmates to determine their eligibility for transfer to any facility in our system.
- b) Inmates will only be transferred if the receiving facility can adequately accommodate their documented classification, medical, and mental health requirements.
- c) PMU or Classification Staff shall generate and coordinate all inmate transfers between facilities.

1204 – Supplementary Classification and Housing Considerations

1204.1 – Inmate Workers

- a) The following shall apply to all GP inmate workers:
 - 1. Only GP inmates classified as GP4 – GP7 are eligible to be assigned or volunteer as workers.
 - 2. GP workers will wear a light blue smock top and orange pants.
- b) The following shall apply to all PC inmate workers:
 - 1. Only PC inmates classified as PC3 or PC2 are eligible to be assigned or volunteer as workers.
 - 2. PC2 inmates may only be assigned as workers if their equivalent GP level is GP4 or GP5. The Work Deputy or housing staff shall be responsible for confirming a PC2 inmate's GP equivalency prior to assigning them as a worker, via their electronic Classification Record, or with Classification staff.
 - 3. PC2 inmates are only permitted to work within and around their assigned housing area (e.g., Mod worker, CMJ Floor runner). The Work Deputy or housing staff shall be responsible for providing PC2 inmate workers with appropriate work assignments.
 - 4. PC workers will wear a light blue smock top and green pants.
- c) Security and compatibility procedures for inmate workers shall remain consistent with their existing classification and security level (see CCOM Section 1203.1(e) for more information).

- d) For more information regarding inmate workers, refer to CCOM Section 1202.1(b)4 and CCOM Section 2004 – Inmate Workers.

1204.2 – Inmates with Disabilities

- a) PMU and Classification Staff shall take into consideration a disabled inmate’s needs when determining their housing assignments and will make every effort to appropriately accommodate them. Being disabled in any way is not justification for a higher security classification.
- b) In the event a disabled inmate’s accommodation(s) cannot be met, PMU and Classification Staff will ensure that an inmate is provided with the appropriate accommodation(s) as soon as possible.
- c) CHS Staff will document the accommodation(s) necessary for the inmate on a J-112/J-105A form and submit the form to PMU or Classification. Once the form is received, PMU/Classification shall document the accommodation(s) in the inmate’s classification record.
- d) For more information, refer to CCOM Section 8000- Inmates with Disabilities.

1204.3 – Pregnant Inmates

- a) When an inmate is identified to be pregnant (typically upon initial booking), [REDACTED] and their pregnancy status shall be documented in the inmate’s classification record. The same procedure will apply for inmates who were previously booked into custody and are no longer pregnant.
- b) Pregnant inmates will be dressed in a smock top that matches their classification and pink pants.
- c) Pregnant inmates housed in multi-tier housing units shall be assigned to lower bunk and lower tier housing. Any additional housing accommodation will be coordinated between CHS and PMU/Classification Staff and documented in the inmate’s classification record.
- d) Pregnant inmates shall be restrained in accordance with CCOM Section 1800.1(d) – Security Restraints/Pregnant Inmates.
- e) For more information, refer to CCOM Section 1604.6 – Pregnant Inmate Rights.

1204.4 – Mental Health Inmates

- a) Inmates with mental health needs are identified by CHS and Custody Operations through the use of a mental health acuity rating system. Any inmate with an open mental health case will be assigned an “M-Rating” by CHS Staff.
- b) Upon evaluation of an inmate with mental health needs and assignment of an M-Rating, CHS will [REDACTED]. Classification Staff shall document the M-Rating, along with the related housing request type and clothing requirements, in the inmate’s classification record.
- c) The following are descriptions and procedures for inmates with an “M-Rating”:
 - 1. “M1” (Acute) and “M2” (Severe). These inmates will be prioritized by CHS for placement into an Acute Mental Health Housing Unit, for close monitoring. They may also require placement

into a Safety Cell, if deemed necessary by CHS. PMU and Classification Staff will work closely with CHS to provide the most appropriate housing available. Additional restrictions and requirements include:

- i. Inmates shall be dressed in either full jail issue clothing- consisting of dark green pants and a top that matches their classification level- or a safety gown (if determined necessary by CHS).
 - ii. Inmates shall be escorted at all times and shall be placed in waist and leg restraints for all movement (regardless of classification level).
 - iii. Inmates pending housing placement should be kept alone in holding cells.
 - iv. Inmates may be housed and programmed together with other "M1" or "M2" inmates of a like classification group.
 - v. "M1" or "M2" inmates outside of the classification groups described in CCOM Section 1202.1 (b), may be housed and programmed together. However, these housing assignments will be determined on a case-by-case basis after consultation between Classification, CHS, and housing staff. These housing assignments will be documented on a Classification Review Form (J-203) and shall be approved by the Classification Sergeant prior to placement.
2. "M3" (Moderate Severe). These inmates will be prioritized by CHS for placement into a Chronic Mental Health Housing Unit, for periodic monitoring. PMU and Classification Staff will work closely with CHS to provide the most appropriate housing available. Additional restrictions and requirements include:
- i. Inmates shall be dressed in full jail issue clothing consisting of dark green pants and top that matches their classification level.
 - ii. Inmates shall be restrained and escorted according to their classification level.
 - iii. Inmates may be placed in holding cells or housing with other inmates of a like classification group.
3. "M4" (Moderate) and "M5" (Mild). These inmates have an open mental health case with CHS, but do not require placement into a mental health housing unit. As such, they do not have any additional restrictions or requirements, and existing clothing, movement, and placement procedures shall be followed according to their assigned classification level.
- d) Staff shall not allow any inmates housed in a mental health housing unit to possess or use razors. Staff shall, in consultation with CHS, allow an inmate in a mental health housing unit the opportunity to shave with an electric razor upon request (no more than once per day), but only if the inmate is not considered to be a danger to themselves or others (Per Title 15, Section 1267). Deputies will provide these inmates with an electric razor during their dayroom or outdoor recreation time. The inmate must return the electric razor to staff prior to returning to their cell.
- e) When Correctional Health Staff (CHS) determines that an inmate requires a safety gown due to mental health concerns, the inmate will be changed into a safety gown as soon as reasonably

possible upon receipt of the J-112 Form from CHS indicating this necessity. Safety gowns are critical for maintaining the safety for inmates experiencing a mental health crisis to prevent self-harm.

1. The safety gown will be carefully inspected for any signs of damage, including tears, rips, loose items attached to the velcro (such as socks, underwear, strings), or significant wear and tear.
 2. The safety gown must be able to be securely fastened with velcro to be deemed serviceable.
 3. If a safety gown is found to be unserviceable, it must be returned to the clothing room for proper disposal. Unserved safety gowns will not be issued under any circumstances.
- f) For more information regarding mental health inmates, refer to CCOM Section 2104 – Mental Health Care Services and OCSD Policy Manual (Lexipol) Section 903 – Suicide Prevention.

1204.5 – LGBTQI Inmates

- a) Lesbian, Gay, Bisexual, Transgender, Queer or Intersex (LGBTQI) inmates will have housing and programming assigned by individual assessment on a case-by-case basis after consideration of whether the placement will ensure the inmate's health and safety and whether the placement would present management or security problems. For more information regarding LGBTQI inmates, refer to CCOM Section 2900 – PREA/LGBTQI Inmates.
- b) LGBTQI inmate may be considered for placement into program housing.

1204.6 – Wrong Defendant

- a) If an inmate booked to a warrant protest that they are not the individual named in the warrant, or if it is discovered that an inmate may be booked to the wrong warrant, the information will be forwarded to Classification Staff for review.
- b) Classification Staff will interview the inmate and check all available information related to that inmate against the warrant information to confirm the inmate in custody is the person named in the warrant.
- c) The investigation will include a check of the local arrest record, CII, and the warrant repository for additional information, and, if necessary, contact with the agency that entered the warrant into the system. It may be necessary to obtain a photograph or fingerprints of the named suspect to compare to those of the inmate.
- d) If it is determined that the inmate is not the person named in the warrant, this information- along with the supporting documentation- will be forwarded to the Watch Commander via an Internal Department Memo for approval and then to the Records Supervisor, who will initiate a "Wrong Defendant" release. The arresting agency must also be notified as soon as practical.
- e) The results of all such inquiries, regardless of the outcome, will be forwarded to Inmate Records to be placed in the inmate's file. Classification Staff will note the details of the inquiry in the inmate's classification history.

1204.7 – Juvenile Inmates

- a) Juvenile inmates may only be housed in the Orange County Jail by means of a court order from the Orange County Superior Court. The court order will identify the subject as a juvenile, list their charges, and specifically remand them into the custody of the Orange County Sheriff's Department to be housed within the Orange County Jail.
- b) Should a juvenile inmate arrive under any other circumstances, or should an inmate who was thought to be an adult upon booking but is later discovered to be a juvenile, the inmate will be immediately separated from all other inmates and the following procedures shall be followed:
 1. Notify the Shift Sergeant and Classification Sergeant immediately.
 2. If not already, transfer to IRC and notify the Watch Commander.
 3. The IRC Classification Sergeant will be responsible for investigation and documentation.
- c) Per Welfare and Institutions Code 208.55, juveniles must be separated from, and have no contact with, adult inmates.
- d) If a separation incident occurs within any of the OCSJ Custody Facilities, a Separation Incident Report must be completed and submitted by PMU to California's Board of State Community Corrections (BSCC) via online submission (JJCPA Separation Incident Report).

1204.8 – Escape Risk Inmates

- a) Classification Staff shall take into consideration an inmate's history of escape or attempted escape and the circumstances surrounding such incidents when classifying them into the following categories:
 1. No Known Escape Risk
 2. Moderate Escape Risk
 - i. History of any walk-away/absconding from an alternative confinement program, including:
 - A. Community Work Program (CWP)
 - B. Electronic Monitoring Program (EMP)
 - C. Conservation Camp Program (CCP)
 - ii. History of escaping from law enforcement while outside of a correctional institution.
 3. High Escape Risk
 - i. History of escape or attempted escape from a secured correctional institution. The use of force or fear is not mandatory criteria when identifying the inmate as a High Escape Risk.
- b) Classification Staff may consult with a Classification Sergeant in the event they are considering an alternative classification based on other circumstances obtained during the initial classification assessment, a classification review, or through any other means of gathering intelligence regarding the potential for escape.

1204.9 – Special Protocols

- a) Certain inmates may require special protocols resulting from, but not limited to, one or more of the following circumstances:
 1. A notification from [REDACTED] that an inmate is ADA, pregnant, or has some other significant medical issue.
 2. A notification from the Classification or PMU Sergeant that an inmate is highly dangerous or problematic, requires a multiple Deputy escort, and/or requires an escort with a Sergeant and camera present.
 3. An order from a facility administrator or their designee.
- b) When Classification staff [REDACTED] CHS indicating an inmate requires a special protocol, the following steps shall be taken:
 1. Document receipt of [REDACTED] determination, in the inmate's classification record and update the "Tran Line" for that inmate in the [REDACTED]
 2. Complete [REDACTED] the inmate's special protocols and attach it to the inmate's module card.
 3. Assign appropriate housing or make a housing change, if needed.
- c) If an inmate requires an update to existing special protocols, steps 1-3 shall be repeated to reflect the change. [REDACTED] indicating an inmate no longer requires special protocol(s), the following steps shall be taken:
 1. Document receipt [REDACTED] CHS's determination, in the inmate's classification record and update the "Tran Line" for that inmate in the [REDACTED]
 2. Make notifications to have [REDACTED] from the inmate's module card.
 3. Assign appropriate housing or make a housing change if needed.
- d) When a Classification Sergeant, PMU Sergeant, or facility administrator (or their designee) determines an inmate requires a special protocol, the following steps shall be taken:
 1. A [REDACTED] be completed containing the reason for the special protocol(s), any related DR or Jail Incident Number (JI), and the name of the approving Sergeant or administrator (or their designee).
 2. The completed [REDACTED] be reviewed by a Classification Sergeant for approval.
 3. Once the Classification Review Form is approved, Classification Staff will complete a [REDACTED] detailing the special protocols and attach it to the inmate's module card.
 4. For [REDACTED] requiring specific escort or transportation protocols (e.g., 2-Deputy escort with Sergeant and camera), a "Tran Line" shall be entered for that [REDACTED]
 5. If an inmate requires an update to existing special protocols, [REDACTED]

- e) When a Classification Sergeant, PMU Sergeant, or facility administrator (or their designee) determines an inmate no longer requires a special protocol(s), the following steps shall be taken:
1. A [REDACTED] completed indicating the inmate is being removed from their special protocol(s), with the name of the approving Sergeant or administrator (or their designee).
 2. The [REDACTED] will be reviewed by a Classification Sergeant for approval.
 3. Once the [REDACTED] removed from the inmate's module card.
 4. For inmates previously requiring specific escort or transportation protocols (e.g., 2-Deputy escort with Sergeant and camera), the "Tran Line" shall be removed for that inmate in [REDACTED]
[REDACTED]
[REDACTED]

1205 – Inmate Program Housing

1205.1 – Introduction

- a) Program Housing Units are dedicated housing areas within our jail system that provide a variety of programs and services designed to enhance an inmate's rehabilitation while in custody, as well as maximize the chances of an inmate's successful transition to the community upon release. Some of the programs and services offered include substance abuse recovery, anger management, general and law library services, religious and inspirational programs, and pre-release preparation and assistance, among others. Each program housing unit is tailored to specific groups within the inmate population. Current inmate program housing includes:
1. Housing Unit for Military Veterans ("HUMV")
 - i. The HUMV program provides educational, rehabilitative, and re-entry services for members and veterans of the American Armed Services.
 - ii. Programming and services for the HUMV unit is managed primarily by the Inmate Services Division, with assistance from the Programs Sergeant and the Population Management Unit (PMU).
 2. Transitional Age Youth ("TAY")
 - i. The TAY program is part of a research study through the University of California Irvine (UCI), with the goals of promoting emotional well-being and preventing future criminal behavior among incarcerated young adults.
 - ii. Programming and services for the TAY unit is managed primarily by UCI, with assistance from the Inmate Services Division, the Programs Sergeant, and the Population Management Unit (PMU).
 3. Phoenix House

- i. The Phoenix House program provides substance abuse treatment, counseling, case management, and post-release transition planning.
- ii. Programming and services for the Phoenix House unit is managed primarily by Phoenix House California (PHC), with assistance from Correctional Health Services (CHS), the Inmate Services Division, the Programs and Behavioral Health Sergeants, and the Population Management Unit (PMU).

GBTQI (“Pride”)

- i. The Pride program provides educational, rehabilitative, and re-entry services for members of the LGBTQI community.
- ii. Programming and services for the Pride unit is managed primarily by the Inmate Services Division, with assistance from the Programs Sergeant, and the Population Management Unit (PMU).

Cell Dogs

- i. The Cell Dog Program is a 3-month training and educational program, which results in forever homes for the dogs and viable job and life skills training for the inmates enrolled.
- ii. Programming and services for the Cell Dog unit is managed primarily by the Inmate Services Division, with assistance from the CJX Administrative Sergeant, and the Population Management Unit (PMU).

1205.2 – Screening and Placement

a) Screening Overview

1. The Population Management Unit (PMU) will screen all potential candidates for program housing units. The primary goal of this screening process is to determine if placement of a particular inmate would present any potential safety or security risks to inmates or staff. PMU will communicate with relevant program stakeholders to determine an inmate’s suitability for participation in a program, as well as if the inmate would benefit from the programming and services offered.
2. Screening frequency for each program will be established in collaboration with all relevant stakeholders, and will be based on program requirements, operational needs, housing constraints, and space availability.
3. When conducting candidate screening, PMU shall review documentation for each inmate’s current and prior custody terms, as well as their criminal history, via the following sources:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

4. All inmates currently in custody may request consideration for placement into a Program Housing Unit by submitting a message slip addressed to "PMU - Theo Lacy - Special Services Bureau." If an inmate is disqualified during screening, removed from a program unit after placement, or leaves a program unit voluntarily, they may submit a message slip requesting re-consideration for placement. However, inmates are limited to submitting one request [REDACTED] Any requests received less than 60 days from the date of the last request will not be considered.
5. If an inmate is screened and approved for placement into a program unit, PMU will document the approval on a "Misc" tab in the inmate's classification record.
6. Any inmates disqualified for placement during a periodic screening of the entire population (for certain programs) do not need documentation on their classification record of the disqualification.
7. If an inmate submits a request for placement or re-entry into a program unit and is not approved, PMU will document this on a "Misc" tab in the inmate's classification record.
8. The Department reserves the right to make any modifications to the mandatory prerequisites and screening criteria outlined above, based on facility needs or other operational factors.

b) Screening Procedures

1. Potential candidates must meet all the following mandatory pre-requisites to be considered for placement into a program housing unit:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

2. Generally, an inmate will be disqualified if there is documentation for one or more of the following:
 - i. Three or more Major jail rule violations within the last 12 months for any combination of the following: "Disrespect to staff," "Creating a disturbance," or "Failure to Obey Directives."
 - ii. Two or more Major jail rule violations within the last six months for: possession of drugs, hoarding medication, or possession of another inmate's medication.
 - iii. Any incidents involving the possession of significant contraband within the [REDACTED] [REDACTED] such as: possession of narcotics (for sales or distribution), possession of "Pruno," etc.
 - iv. Any past incidents involving the possession of a weapon, or the creation/possession of a security device (i.e., handcuff key, staff keys, escape tools, etc.).

- v. Suspect (primary or participant) of two or more assaults within the last three months, or one [REDACTED]
 - vi. Primary suspects or participant of a major disturbance within the last 12 months (i.e., refusing to lockdown, malicious damage to county property, ERT Activation, etc.).
 - vii. Any failure to follow directives that results in the use of force or significant physical control to gain compliance, [REDACTED]
 - viii. Any open case under investigation by a law enforcement agency where there is probable cause to believe the inmate violated a law involving violence, gang activity, or moral turpitude.
 - ix. Extensive or repeated placement in mental health housing as recommended by Correctional Health Services (CHS), which may create a programming or management issue.
3. The above criteria are not an exhaustive list, and there may be instances requiring the Population Management Unit (PMU) to modify the screening criteria, due to the unique nature surrounding each inmate's criminal and institutional history, as well as modifications to program requirements or operational needs.
- c) Program Specific Screening Criteria and Placement Procedures
- 1. To qualify for HUMV, potential candidates must meet the following additional mandatory criteria:
 - i. **Must be classified as GP-4 through GP-7.**
 - ii. **Must be a member or veteran of the United States Armed Services.**
 - 2. Potential HUMV candidates will be identified by PMU via a screening of the entire inmate population against all criteria and guidelines listed above. PMU will also screen inmates who have submitted message slips requesting consideration for placement or re-entry. Once the approved candidates have been identified:
 - i. PMU will conduct an interview with each candidate to determine if they are interested in participating in the program. During this interview, each candidate will be provided with an overview of the programs and services, as well as an explanation of the inmate's rights, privileges, and responsibilities as a program participant.
 - ii. Once a final list of candidates has been established, PMU will generate a movement roster and coordinate with Classification and Housing Staff to move them into the program unit.
 - 3. To qualify for TAY, inmates must meet the following additional mandatory criteria:
 - i. **Must be classified as GP-4 through GP-7.**
 - ii. **Must be between the ages of 18-25 years old.**
 - iii. **Must not have any current charges or prior convictions for PC 187 or PC 664/187.**

- iv. Must be sentenced and have 3-12 months left on their sentence. UCI staff may periodically submit referrals for specific inmates.**
- 4. Potential TAY candidates will be identified by PMU via a screening of the entire inmate population against all criteria and guidelines listed above. PMU will also screen inmates who have submitted message slips requesting consideration for placement or re-entry. Once the approved candidates have been identified:
 - i. PMU will email the list of approved candidates to UCI Staff, who will conduct further screening.
 - ii. UCI Staff will then schedule public visits with the candidates to conduct interviews and determine if they are interested in participating in the program. During this interview, each candidate will be provided with an overview of the programs and services, as well as an explanation of the inmate's rights, privileges, and responsibilities as a program participant.
 - iii. UCI Staff will then send an email to PMU and Inmate Services with the final list of candidates to be moved into the program unit.
 - iv. PMU will generate a movement roster and coordinate with Classification and Housing Staff to move the candidates into the program unit.
- 5. To qualify for Pride, inmates must meet the following additional mandatory criteria:
 - i. Must self-identify as LGBTQI
 - ii. Must be classified as PC-3
 - iii. The inmate prefers and is approved for placement in LGBTQI specific housing, determined through the initial classification interview or classification review process.

Potential Pride candidates will be identified by PMU via a screening of the entire inmate population against all criteria and guidelines listed above. PMU will also screen inmates who have submitted message slips requesting consideration for placement or re-entry. Once the approved candidates have been identified:

- i. PMU will email the list of approved candidates to Inmates Services Staff, who will conduct interviews and determine if they are interested in participating in the program. During this interview, each candidate will be provided with an overview of the programs and services, as well as an explanation of the inmate's rights, privileges, and responsibilities as a program participant.
- ii. Inmate Services Staff will then send an email to PMU with the final list of candidates to be moved into the program unit.
- iii. PMU will generate a movement roster and coordinate with Classification and Housing Staff to move the candidates into the program unit.

To qualify for Phoenix House, inmates must meet the following additional mandatory criteria:

- i. Must be classified as GP-4 through GP-7.

8. Potential Phoenix House candidates will be referred to PMU from CHS Staff, who will first interview the inmates to determine their interest and will also conduct an initial screening against PHC and CHS criteria prior to referral. During this interview, each candidate will be provided with an overview of the programs and services, as well as an explanation of the inmate's rights, privileges, and responsibilities as a program participant.
9. To qualify for Cell Dogs, inmates must meet the following additional mandatory criteria:
 - i. Must be classified as GP-4 through GP-7.
10. Potential Cell Dog candidates will be referred to PMU from Inmate Services Staff, who will first interview the inmates to determine their interest. During this interview, each candidate will be provided with an overview of the programs and services, as well as an explanation of the inmate's rights, privileges, and responsibilities as a program participant.
11. PMU will screen the list of referrals against all criteria and guidelines listed above. PMU will also screen inmates who have submitted message slips requesting consideration for placement or re-entry but will coordinate with Inmate Services to determine the inmate's suitability. Once the approved candidates have been identified:
 - i. PMU will email the list of approved candidates to Inmate Services. If a referred inmate is not approved for placement, PMU will notify Inmate Services and will provide a reason for the denial (e.g., *"Inmate was the suspect of 2 assaults in the last 3 months"*).
 - ii. PMU will generate a movement roster and coordinate with Classification and Housing Staff to move the candidates into the program unit.

1205.3 – Housing Operations and Programming

- a) Inmates housed in program units are required to comply with all jail rules as specified in CCOM Section 1600.2 – Orange County Jail Rules. Any inmate found violating jail rules should be counseled and/or written up accordingly. If an inmate is found to be habitually violating jail rules, Housing Staff should refer to the section below: *"Removal Procedures: Non-Exigent."*
- b) Inmates will have access to the dayroom (cell doors open) from [REDACTED]. Inmates will return to their cells at 2300 hours and close their doors. Housing Staff may lock down inmates as needed for exigent circumstances (i.e., major disturbance, medical emergency, facility-wide lockdown, etc.), but should resume normal programming as soon as feasible, or at the direction of their Sergeant or Watch Commander.
- c) Daily operational activities (meal service, safety checks, medication distribution, etc.) may be conducted while inmates are out in the dayroom, absent any exigent safety or security concerns that would require a lockdown. Per CCOM Policy 1719.2(a)(5)(i) – Module Book Counts, inmates will return to their assigned bunks for module book counts. During module book counts, cell doors may be open or shut, at the discretion of Housing Staff.
- d) Inmates housed in program units will receive the same amount of outdoor recreation time afforded to all other inmates, per CCOM Policy 1600.3(m) – Recreation Programs. Inmates are

permitted to participate in outdoor recreation with others who are housed in the same program unit, even if they have a different GP classification level.

1205.4 – Removal Procedures

a) Exigent Removal

1. If Housing Staff identifies or are made aware of a serious, specific, and articulable security or safety concern for an inmate, staff member, or visitor (i.e., fight, threats of assault, major disturbance, etc.), the following steps shall be taken immediately:
 - i. Housing Staff shall ensure the involved parties are in - or moved to - a safe location.
 - ii. Housing Staff shall call the Classification Unit at their respective facility. Classification Staff will advise if the inmate(s) involved should remain in their current housing location, moved to another temporary housing location, or escorted to the booking loop.
 - iii. Housing Staff shall submit a Classification Review explaining the incident (one for every inmate involved).
 - iv. Classification Staff shall notify PMU of the incident by phone during normal business hours, or by email after hours.
 - v. Due to the more complex nature of placement, the services offered, and additional stakeholders involved in these program units, Classification Staff shall coordinate with PMU to investigate the incident and interview the inmate(s) prior to completing the classification review.
 - vi. The recommendations in the classification review shall be approved or denied by the PMU or Classification Sergeant, but only after consultation with the Programs/BHB Sergeant.
 - vii. The Facility Captain or Commander may override a decision to keep or remove an inmate in a program unit, at their discretion.
 - viii. Once the classification review process has been completed, PMU will notify Housing Staff of the disposition, and will coordinate with them and Classification Staff to re-house the inmate if necessary. Regardless of the outcome, PMU will notify the relevant program stakeholders of the incident via email.

b) Non-Exigent Removal

1. If any staff member or program stakeholder identifies a management or programming issue for an inmate in a program unit, they may request the inmate be removed. Inmate behavior constituting grounds for removal may include, but is not limited to:
 - i. disruption of program activities
 - ii. continued refusal to participate in program activities.
 - iii. repeatedly disobeying directives
 - iv. Inappropriate behavior or language towards staff or visitors

- v. habitually violating jail rules
 - vi. Engaging in institutional behavior (extortion, possessing or passing of contraband, instigating racial tension, etc.).
2. To request an inmate to be considered for removal, the following steps shall be taken:
 - i. The requestor must submit an email [REDACTED] requesting the inmate be removed from the program (with supporting details).
 - ii. PMU will review the request, investigate the circumstances, and interview the inmate if necessary. The removal request, along with all related findings and determinations, shall be documented on a "Misc" tab in the inmate's classification record.
 - iii. Depending on the circumstances, the removal request may warrant a Classification Review for possible re-classification and/or removal from the program. In these cases, PMU will forward the information to Classification Staff, and will coordinate with them to complete the classification review process.
 - iv. Once the investigation is complete, PMU will reply directly to the staff member that submitted the request, notifying them of the disposition. PMU will coordinate with Classification and Housing Staff to re-house the inmate if deemed appropriate.
 3. If an inmate no longer wishes to be housed in a program unit, the following steps shall be taken:
 - i. The inmate must submit a message slip requesting to be removed from the program. Staff should explain to the inmate that their request will not be denied, but a message slip is required to document the process. Inmates will not be re-housed until a completed message slip is received by PMU with their name, booking number, the request to leave the program, and a signature. The message slip should be addressed to "PMU - Theo Lacy - Special Services Bureau".
 - ii. Upon receipt of the message slip, PMU will document the request on a "Misc" tab in the inmate's classification record.
 - iii. PMU will call housing staff notifying them the inmate will be rehoused and will provide a new housing location. PMU will also email the relevant program stakeholders, notifying them the inmate was removed from the program at their request.
 - iv. PMU will respond to the message slip, notifying the inmate their request is approved, and will make a copy. One copy will be returned to the inmate, and the other will be given to Inmate Records to be placed in the inmate's jacket.
 4. Non-exigent removal from program housing shall only be conducted by PMU. However, a Facility Captain or Commander may direct PMU or Classification staff to remove an inmate from a program unit at their discretion. If this occurs, PMU/Classification shall document the removal on a "Misc" tab in the inmate's classification record.

1206 - Immigration

Although enforcing immigration law is a federal government responsibility and not shared by members of OCSD, OCSD may allow members of Immigration and Customs Enforcement (ICE) into our custodial facilities for the purpose of interviewing inmates for immigration violations, provided the requirements of Government Code section 7283, et seq (the "Truth Act") are met. Members of this Department may not transfer an individual in Department custody to immigration authorities unless authorized by a judicial warrant or judicial probable cause determination, or that individual has been convicted of the crimes, or otherwise has met the criteria set forth in Government Code sections 7282 and 7282.5 (the "Trust Act" as amended by Senate Bill 54 (the "California Values Act")).

1206.1 – Definitions

- a) Hold Request means a federal Immigration and Customs Enforcement (ICE) request that a local law enforcement agency maintain custody of an individual currently in its custody beyond the time he or she would otherwise be eligible for release in order to facilitate transfer to ICE and includes, but is not limited to, Department of Homeland Security (DHS) Form I-247D.
- b) Notification Request means an Immigration and Customs Enforcement request that a local law enforcement agency inform ICE of the release date and time in advance of the public of an individual in its custody and includes, but is not limited to, DHS Form I-247N.
- c) Transfer Request means an Immigration and Customs Enforcement request that a local law enforcement agency facilitate the transfer of an individual in its custody to ICE, and includes, but is not limited to, DHS Form I-247X.
- d) Judicial Probable Cause Determination means a determination made by a federal judge or federal magistrate judge that probable cause exists that an individual has violated federal criminal immigration law and that authorizes a law enforcement officer to arrest and take into custody the individual.
- e) Judicial Warrant means a warrant based on probable cause for a violation of federal criminal immigration law and issued by a federal judge or a federal magistrate judge that authorizes a law enforcement officer to arrest and take into custody the person who is the subject of the warrant.

1206.2 – Immigration Interview Procedure

- a) The Facility Watch Commander shall be notified of an ICE Agent's arrival and request to interview inmates for immigration violations.
- b) Prior to being interviewed, a Classification Deputy will provide the inmate with a written consent form (Truth Act Interview Consent Form) which is available in one of eight languages as follows:
 - 1. English
 - 2. Chinese
 - 3. Farsi
 - 4. Korean

5. Spanish
 6. Tagalog
 7. Vietnamese
 8. Arabic
- c) The form will explain the purpose of the interview, the voluntary nature of the interview, and that the inmate may decline to be interviewed or may choose to be interviewed only with his or her attorney present.
 - d) If the inmate chooses to have his or her attorney present, the interview will be postponed until the attorney can be present.
 - e) Upon completion of the written consent form, the inmate will be provided with a duplicate copy and the original will be placed in the inmate's record jacket.
 - f) If the inmate agrees to be interviewed, a Classification Deputy will be assigned to escort the inmate to the ICE Agent's location.

1206.3 –Receiving a Notification/Transfer Request

- a) Upon receiving a Notification/Transfer Request, Inmate Records shall provide a copy of the Notification/Transfer Request for the referenced inmate to Classification.
- b) This includes a Notification/Transfer Request placed by persons outside of OCSD, or already lodged on an inmate prior to their intake or after intake when the OCSD becomes aware of such Notification/Transfer Requests.
- c) The on-duty Classification Sergeant, or in their absence, the on-duty Operations Sergeant will designate an on-duty Classification Deputy to provide a copy of the Notification/Transfer Request to the inmate and inform the inmate that OCSD intends to comply with the Notification/Transfer Request if the inmate qualifies in accordance with Government Code section 7282, et seq. (the "Trust Act," as amended by Senate Bill 54 (the "California Values Act")).
- d) The on-duty Classification Sergeant, or in their absence, the on-duty Operations Sergeant will designate an on-duty Classification Deputy to provide the Truth Act Notification form to the inmate to complete the name and address of the inmate's attorney or other person whom the inmate may designate for the purpose of OCSD providing notice to that attorney or other person if ICE is notified of the inmate's release date.
- e) Upon completion of the top portion of the Truth Act Notification form, the Classification Deputy will provide a copy of the Truth Act Notification form to the inmate and return the original form to Inmate Records to be placed in the inmate's Inmate Record Jacket.

1206.4 – Screening Inmates in Accordance with the Trust Act and the California Values Act

- a. All inmates who have a Notification/Transfer Request will be evaluated in accordance with Government Code sections 7282 and 7282.5, which criteria are set forth in CCOM Section 1206.6-

Criteria for Responding to a Notification/Transfer Request. The evaluation will be conducted by an on-duty Classification Deputy designated by the on-duty Intake Release Center Classification Sergeant, or in their absence, the on-duty Intake Release Center Operations Sergeant.

- b. OCSD will comply with Notification/Transfer Requests by notifying ICE and releasing the inmate to ICE custody when the referenced inmate qualifies in accordance with Government Code sections 7282 and 7282.5.
 - 1. Inmates who qualify under Government Code sections 7282 and 7282.5 may be processed for release at Sentence Ending Date (SE Date) or Pre-trial release and released in-custody to ICE.
 - i. These inmates will not be held past their release date.
 - ii. No inmate will be detained or held on the basis of an ICE Hold Request.
 - 2. ICE will be notified in a timely manner for all inmates who qualify under Government Code sections 7282 and 7282.5 to afford ICE the opportunity to pick up the inmate. ICE will not be notified if the inmate does not qualify under Government Code Sections 7282 and 7282.5.

1206.5 – Release of Inmates with a Notification/Transfer Request

- a) Records Supervisors will notify the on-duty Intake Release Center Classification Sergeant, or in their absence, the on-duty Intake Release Center Operations Sergeant when an inmate with a Notification/Transfer Request is preparing for release.
- b) The on-duty Intake Release Center Classification Sergeant, or in their absence, the on-duty Intake Release Center Operations Sergeant will designate an on-duty Classification Deputy to screen the inmate per section 1206.4 above.
- c) When ICE is notified that an inmate is being, or will be released, on a certain date, the on-duty Intake Release Center Classification Sergeant, or in their absence, the on-duty Intake Release Center Operations Sergeant will designate an on-duty Classification Deputy to promptly complete the bottom portion of the Truth Act Notification form and provide a copy of the original to the inmate, mail a copy of the original to the inmate’s attorney or other person designated if such person was designated by the inmate and return the original to the inmate’s Inmate Record Jacket.
- d) Members of this Department may not transfer an individual in Department custody to immigration authorities unless authorized by a judicial warrant or judicial probable cause determination, or that individual has been convicted of the crimes or otherwise has met the criteria set forth in Government Code Sections 7282 and 7282.5. Refer to CCOM Section 1206.6 below.

1206.6– Criteria for Responding to a Notification/Transfer Request

- a) OCSD personnel may provide information in response to a Notification Request, or may transfer an inmate to immigration authorities only under the following circumstances, as permitted by Government Code Sections 7282 and 7282.5:

1. The individual has been convicted of a serious or violent felony identified in subdivision (c) of Section 1192.7 of, or subdivision (c) of Section 667.5 of, the Penal Code. (See below for list of serious felonies and violent felonies).
2. The individual has been convicted of a felony punishable by imprisonment in the state prison.
3. The individual has been convicted within the past five years of a misdemeanor for a crime that is punishable as either a misdemeanor or a felony for, or has been convicted within the last 15 years of a felony for, any of the following offenses:
 - i. Assault, as specified in, but not limited to, Sections 217.1, 220, 240, 241.1, 241.4, 241.7, 244, 244.5, 245, 245.2, 245.3, 245.5, 4500, and 4501 of the Penal Code.
 - ii. Battery, as specified in, but not limited to, Sections 242, 243.1, 243.3, 243.4, 243.6, 243.7, 243.9, 273.5, 347, 4501.1, and 4501.5 of the Penal Code.
 - iii. Use of threats, as specified in, but not limited to, Sections 71, 76, 139, 140, 422, 601, and 11418.5 of the Penal Code.
 - iv. Sexual abuse, sexual exploitation, or crimes endangering children, as specified in, but not limited to, Sections 266, 266a, 266b, 266c, 266d, 266f, 266g, 266h, 266i, 266j, 267, 269, 288, 288.5, 311.1, 311.3, 311.4, 311.10, 311.11, and 647.6 of the Penal Code.
 - v. Child abuse or endangerment, as specified in, but not limited to, Sections 270, 271, 271a, 273a, 273ab, 273d, 273.4, and 278 of the Penal Code.
 - vi. Burglary, robbery, theft, fraud, forgery, or embezzlement, as specified in, but not limited to, Sections 211, 215, 459, 463, 470, 476, 487, 496, 503, 518, 530.5, 532, and 550 of the Penal Code.
 - vii. Driving under the influence of alcohol or drugs, but only for a conviction that is a felony.
 - viii. Obstruction of justice, as specified in, but not limited to, Sections 69, 95, 95.1, 136.1, and 148.10 of the Penal Code.
 - ix. Bribery, as specified in, but not limited to, Sections 67, 67.5, 68, 74, 85, 86, 92, 93, 137, 138, and 165 of the Penal Code.
 - x. Escape, as specified in, but not limited to, Sections 107, 109, 110, 4530, 4530.5, 4532, 4533, 4534, 4535, and 4536 of the Penal Code.
 - xi. Unlawful possession or use of a weapon, firearm, explosive device, or weapon of mass destruction, as specified in, but not limited to, Sections 171b, 171c, 171d, 246, 246.3, 247, 417, 417.3, 417.6, 417.8, 4574, 11418, 11418.1, 12021.5, 12022, 12022.2, 12022.3, 12022.4, 12022.5, 12022.53, 12022.55, 18745, 18750, and 18755 of, and subdivisions (c) and (d) of Section 26100 of, the Penal Code.
 - xiii. Possession of an unlawful deadly weapon, under the Deadly Weapons Recodification Act of 2010 (Part 6 (commencing with Section 16000) of the Penal Code).
 - xiv. An offense involving the felony possession, sale, distribution, manufacture, or trafficking of controlled substances.

- xv. Vandalism with prior convictions, as specified in, but not limited to, Section 594.7 of the Penal Code.
 - xvi. Gang-related offenses, as specified in, but not limited to, Sections 186.22, 186.26, and 186.28 of the Penal Code.
 - xvii. An attempt, as defined in Section 664 of, or a conspiracy, as defined in Section 182 of, the Penal Code, to commit an offense specified in this section.
 - xviii. A crime resulting in death, or involving the personal infliction of great bodily injury, as specified in, but not limited to, subdivision (d) of Section 245.6 of, and Sections 187, 191.5, 192, 192.5, 12022.7, 12022.8, and 12022.9 of, the Penal Code.
 - xix. Possession or use of a firearm in the commission of an offense.
 - xx. An offense that would require the individual to register as a sex offender pursuant to Section 290, 290.002, or 290.006 of the Penal Code.
 - xxi. False imprisonment, slavery, and human trafficking, as specified in, but not limited to, Sections 181, 210.5, 236, 236.1, and 4503 of the Penal Code.
 - xxii. Criminal profiteering and money laundering, as specified in, but not limited to, Sections 186.2, 186.9, and 186.10 of the Penal Code.
 - xxiii. Torture and mayhem, as specified in, but not limited to, Section 203 of the Penal Code.
 - xxiv. A crime threatening the public safety, as specified in, but not limited to, Sections 219, 219.1, 219.2, 247.5, 404, 404.6, 405a, 451, and 11413 of the Penal Code.
 - xxv. Elder and dependent adult abuse, as specified in, but not limited to, Section 368 of the Penal Code.
 - xxvi. A hate crime, as specified in, but not limited to, Section 422.55 of the Penal Code.
 - xxvii. Stalking, as specified in, but not limited to, Section 646.9 of the Penal Code.
 - xxviii. Soliciting the commission of a crime, as specified in, but not limited to, subdivision (c) of Section 286 of, and Sections 653j and 653.23 of, the Penal Code.
 - xxix. An offense committed while on bail or released on his or her own recognizance, as specified in, but not limited to, Section 12022.1 of the Penal Code.
 - xxx. Rape, sodomy, oral copulation, or sexual penetration, as specified in, but not limited to, paragraphs (2) and (6) of subdivision (a) of Section 261 of, paragraphs (1) and (4) of subdivision (a) of Section 262 of, Section 264.1 of, subdivisions (c) and (d) of Section 286 of, subdivisions (c) and (d) of Section 288a of, and subdivisions (a) and (j) of Section 289 of, the Penal Code.
 - xxxi. Kidnapping, as specified in, but not limited to, Sections 207, 209, and 209.5 of the Penal Code.
 - xxxii. A violation of subdivision (c) of Section 20001 of the Vehicle Code.
4. The individual is a current registrant on the California Sex and Arson Registry.
 5. The individual has been convicted of a federal crime that meets the definition of an aggravated felony as set forth in subparagraphs (A) to (P), inclusive, of paragraph (43) of subsection (a) of

Section 101 of the federal Immigration and Nationality Act (8 U.S.C. Sec. 1101), or is identified by the United States Department of Homeland Security's Immigration and Customs Enforcement as the subject of an outstanding federal felony arrest warrant.

6. In no case shall cooperation occur pursuant to this section for individuals arrested, detained, or convicted of misdemeanors that were previously felonies, or were previously crimes punishable as either misdemeanors or felonies, prior to passage of the Safe Neighborhoods and Schools Act of 2014 as it amended the Penal Code.
 7. In cases in which the individual is arrested and taken before a magistrate on a charge involving a serious or violent felony, as identified in subdivision (c) of Section 1192.7 or subdivision (c) of Section 667.5 of the Penal Code, respectively, or a felony that is punishable by imprisonment in state prison, and the magistrate makes a finding of probable cause as to that charge pursuant to Section 872 of the Penal Code, a law enforcement official shall additionally have discretion to cooperate with immigration officials pursuant to subparagraph (C) of paragraph (1) of subdivision (a) of Section 7284.6.
- b) Serious Felonies identified in Penal Code section 1192.7(c)
1. Murder or voluntary manslaughter;
 2. Mayhem;
 3. Rape;
 4. Sodomy by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person;
 5. Oral copulation by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person;
 6. Lewd or lascivious act on a child under 14 years of age;
 7. Any felony punishable by death or imprisonment in the state prison for life;
 8. Any felony in which the defendant personally inflicts great bodily injury on any person, other than an accomplice, or any felony in which the defendant personally uses a firearm;
 9. Attempted murder;
 10. Assault with intent to commit rape or robbery;
 11. Assault with a deadly weapon or instrument on a peace officer;
 12. Assault by a life prisoner on a non-inmate;
 13. Assault with a deadly weapon by an inmate;
 14. Arson;
 15. Exploding a destructive device or any explosive with intent to injure;
 16. Exploding a destructive device or any explosive causing bodily injury, great bodily injury, or mayhem;
 17. Exploding a destructive device or any explosive with intent to murder;
 18. Any burglary of the first degree;
 19. Robbery or bank robbery;

20. Kidnapping;
 21. Holding of a hostage by a person confined in a state prison;
 22. Attempt to commit a felony punishable by death or imprisonment in the state prison for life;
 23. Any felony in which the defendant personally used a dangerous or deadly weapon;
 24. Selling, furnishing, administering, giving, or offering to sell, furnish, administer, or give to a minor any heroin, cocaine, phencyclidine (PCP), or any methamphetamine-related drug, as described in paragraph (2) of subdivision (d) of Section 11055 of the Health and Safety Code, or any of the precursors of methamphetamines, as described in subparagraph (A) of paragraph (1) of subdivision (f) of Section 11055 or subdivision (a) of Section 11100 of the Health and Safety Code;
 25. Any violation of subdivision (a) of Section 289 where the act is accomplished against the victim's will by force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person;
 26. Grand theft involving a firearm;
 27. Carjacking;
 28. Any felony offense, which would also constitute a felony violation of Section 186.22;
 29. Assault with the intent to commit mayhem, rape, sodomy, or oral copulation, in violation of Section 220;
 30. Throwing acid or flammable substances, in violation of Section 244;
 31. Assault with a deadly weapon, firearm, machinegun, assault weapon, or semiautomatic firearm or assault on a peace officer or firefighter, in violation of Section 245;
 32. Assault with a deadly weapon against a public transit employee, custodial officer, or school employee, in violation of Section 245.2, 245.3, or 245.5;
 33. Discharge of a firearm at an inhabited dwelling, vehicle, or aircraft, in violation of Section 246;
 34. Commission of rape or sexual penetration in concert with another person, in violation of Section 264.1;
 35. Continuous sexual abuse of a child, in violation of Section 288.5;
 36. Shooting from a vehicle, in violation of subdivision (c) or (d) of Section 26100;
 37. Intimidation of victims or witnesses, in violation of Section 136.1;
 38. Criminal threats, in violation of Section 422;
 39. Any attempt to commit a crime listed in this subdivision other than an assault;
 40. Any violation of Section 12022.53;
 41. A violation of subdivision (b) or (c) of Section 11418; and
 42. Any conspiracy to commit an offense described in subdivision (c) of Section 1192.7.
- c) Violent Felonies identified in Penal Code Section 667.5(c)
1. Murder or voluntary manslaughter.
 2. Mayhem.

3. Rape as defined in paragraph (2) or (6) of subdivision (a) of Section 261 or paragraph (1) or (4) of subdivision (a) of Section 262.
4. Sodomy as defined in subdivision (c) or (d) of Section 286.
5. Oral copulation as defined in subdivision (c) or (d) of Section 288a.
6. Lewd or lascivious act as defined in subdivision (a) or (b) of Section 288.
7. Any felony punishable by death or imprisonment in the state prison for life.
8. Any felony in which the defendant inflicts great bodily injury on any person other than an accomplice which has been charged and proved as provided for in Section 12022.7, 12022.8, or 12022.9 on or after July 1, 1977, or as specified prior to July 1, 1977, in Sections 213, 264, and 461, or any felony in which the defendant uses a firearm which use has been charged and proved as provided in subdivision (a) of Section 12022.3, or Section 12022.5 or 12022.55.
9. Any robbery.
10. Arson, in violation of subdivision (a) or (b) of Section 451.
11. Sexual penetration as defined in subdivision (a) or (j) of Section 289.
12. Attempted murder.
13. A violation of Section 18745, 18750, or 18755.
14. Kidnapping.
15. Assault with the intent to commit a specified felony, in violation of Section 220.
16. Continuous sexual abuse of a child, in violation of Section 288.5.
17. Carjacking, as defined in subdivision (a) of Section 215.
18. Rape, spousal rape, or sexual penetration, in concert, in violation of Section 264.1.
19. Extortion, as defined in Section 518, would constitute a felony violation of Section 186.22.
20. Threats to victims or witnesses, as defined in Section 136.1, would constitute a felony violation of Section 186.22.
21. Any burglary of the first degree, as defined in subdivision (a) of Section 460, wherein it is charged and proved that another person, other than an accomplice, was present in the residence during the commission of the burglary.
22. Any violation of Section 12022.53.
23. A violation of subdivision (b) or (c) of Section 11418.

1206.7– Public Access to Records

- a) Upon receiving any request pursuant to the California Public Records Act, GOVT. CODE §§ 7920.000 – 7931.000, for information related to ICE’s access to individuals, responsive records shall be produced consistent with the Act’s requirements.