

Inmate Classification and Population Management

1200.1 CLASSIFICATION PLAN

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 section. 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.

- (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 [REDACTED] and a Specialty Housing Request Form (J-201), if deemed necessary.
 - 2. Classification Matrix [REDACTED] - 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 [REDACTED].
 - 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. All forms described above are captured and/or completed digitally within the [REDACTED]
- (b) All forms described above are captured and/or completed digitally within the [REDACTED]
- (c) 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

Orange County Sheriff-Coroner Department

Custody and Court Procedures Manual

Inmate Classification and Population Management

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" [REDACTED] 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, disability 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 Section 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 Section 1200 must be approved by the Assistant Sheriff of Custody Operations.
- (c) All records created or received relating to any aspects of CCOM Section 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 Section 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 section will be subject to discipline.

1200.4 STAFF RESPONSIBILITIES

- (a) All sworn staff assigned to the Classification Unit or Population Management Unit shall complete the OCSD approved Classification training program, as directed by the SSB Captain.
- (b) Population Management Unit (PMU) Deputies shall have the following primary responsibilities:

Orange County Sheriff-Coroner Department

Custody and Court Procedures Manual

Inmate Classification and Population Management

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 [REDACTED] audits and follow-up investigations for inmates classified as "AH3". Refer to CCOM Section 1201.4 – Classification Reviews for more information.
 7. Conduct [REDACTED] reviews of CCOM Section 1200 and suggest revisions to Custody Command as needed.
 8. Conduct [REDACTED] administrative separation reviews for inmates classified as "AH3 and PC-AH". For more information refer to [CCOM Section 1202.4 – Administrative Housing Inmate](#)
- (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.
- (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.

Orange County Sheriff-Coroner Department

Custody and Court Procedures Manual

Inmate Classification and Population Management

5. Conduct Classification Reviews and Periodic Classification Reviews of Transgender and Intersex inmates 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 [REDACTED] 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 OCSD that qualify for pick up by ICE.
- (e) The Classification Sergeants shall have the following primary responsibilities:
1. Supervise Classification staff and oversee daily operations.
 2. Review and approve [REDACTED] submissions by Classification/PMU staff.
 3. Review and assign inmate discipline.
 4. Ensure [REDACTED] classification reviews are conducted for all Transgender or Intersex inmates, [REDACTED] (from the date of the inmate's initial booking). The Classification Sergeant will assign a Classification deputy to conduct the review. Refer to CCOM Section 1204.5(d) for more information regarding periodic classification reviews of Transgender and Intersex inmates.
 5. Conduct [REDACTED] audits for any inmates whose identity have not been verified within 24 hours of initial booking. Upon discovery of an inmate whose identity has not been verified, will assign a Classification Deputy to coordinate with Operations or housing staff to have the inmate Live Scanned as soon as possible. If the inmate is unable to be Live Scanned, Classification staff will utilize one of the handheld Mobile Identification devices to verify the inmate's identity and will make an entry in the inmate's classification record containing the transaction identification number, OCN, CII and FBI numbers. The Classification Sergeant will continue to follow-up with Classification, housing and/or operations staff to have the inmate Live Scanned when feasible.
 6. Conduct [REDACTED] 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:
 - (a) Each audit will be documented in the "Classification Sergeant Daily Audit worksheet", located on the OCSD Classification shared drive.
 - (b) Any deficiencies and corrective actions taken will be documented on the worksheet.

Orange County Sheriff-Coroner Department

Custody and Court Procedures Manual

Inmate Classification and Population Management

- (c) Each Classification Sergeant will be responsible for completing a [REDACTED] and ensure the monthly audit captures all classification levels.
 - (d) Classification Sergeants shall notify the SSB Captain if a significant deficiency is discovered during the audit process.
 - (e) 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.
- 7. 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. This log shall be emailed to the Special Services Bureau (SSB) Captain at the end of each shift.
 - 8. 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] audit will be communicated by the SSB Captain to the Division 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.