

# 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. Refer to 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) CHS staff will document all necessary accommodation(s) for an inmate on a [REDACTED] 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.
- (b) PMU and Classification staff shall take into consideration a disabled inmate's accommodation 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.
- (c) In the event a disabled inmate's housing accommodation(s) cannot be met, PMU and Classification staff will ensure that an inmate is provided with the appropriate accommodation(s) listed on the J-112 as soon as possible.
- (d) For more information, refer to [CCOM Section 8000 - Inmates with Disabilities](#).

# Orange County Sheriff-Coroner Department

## Custody and Court Operations Manual

### *Supplementary Classification and Housing Considerations*

---

#### **1204.3 PREGNANT INMATES**

- (a) When an inmate is identified to be pregnant (typically upon initial booking), CHS will submit a [REDACTED] form to Classification, 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 – 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 submit a [REDACTED] Form to Classification. 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

# Orange County Sheriff-Coroner Department

## Custody and Court Operations Manual

### *Supplementary Classification and Housing Considerations*

---

staff. These housing assignments will be documented on a Classification Review Form [REDACTED] 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 (excluding a safety cell) 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. The following procedures shall be followed when temporarily issuing an electric razor to an inmate housed in an acute or chronic mental health housing unit:
1. The inmate may use the electric razor in the outdoor recreation area only.
  2. Staff shall monitor the inmate while the electric razor is in the inmate's possession.
  3. The electric razor must be disinfected before and after each individual use in accordance with Title 15 hygiene standards. For information regarding disinfection protocols, refer to CCOM Section 2408.2 – Hygiene Equipment.
- (e) When Correctional Health Services (CHS) staff 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 [REDACTED] 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.

# Orange County Sheriff-Coroner Department

## Custody and Court Operations Manual

### *Supplementary Classification and Housing Considerations*

---

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. Unserviceable 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) Classification, housing, and programming assignments for Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex (LGBTQI) inmates shall be determined by individual assessment, on a case-by-case basis. To facilitate this process, Classification staff shall complete an "LGBTQI Classification and Housing Assessment Form" (J-108) for all LGBTQI inmates. The J-108 form shall be utilized as part of the initial classification process (if identified as LGBTQI during intake) or the classification review process (if identified as LGBTQI after intake).
- (b) LGBTQI inmates shall not be placed into more restrictive classification, housing, or programming assignments based solely on their actual or perceived sexual orientation, gender expression, gender identity, or intersex status. LGBTQI inmates will be placed in the least restrictive housing allowed by their classification level and medical or mental health needs, after consideration of whether the placement will ensure the health and safety of the inmate and others, and whether the placement would present any management or security problems.
- (c) LGBTQI inmates shall not be placed in LGBTQI-specific housing without their consent to such housing. If an inmate requests LGBTQI housing, Classification or PMU will give meaningful consideration to the request. Classification or PMU may deny their request if the placement would present specific, articulable threats to the security or safety of the inmate or others in that housing assignment. All denials shall be documented on a Specialty Housing Request form or Classification Review form, which must be reviewed and approved by the Classification or PMU Sergeant.
- (d) When conducting classification interviews, classification reviews, or periodic reviews of Transgender or Intersex inmates, Classification and PMU staff shall give serious consideration to each inmate's views of their own safety regarding their prospective housing placement (e.g., GP/PC, Male/Female, PC-LGBTQI, PC-Mainline).
- (e) Denial of a Transgender or Intersex inmate's stated preference for housing placement is permissible only when there is a determination that the inmate's stated preference presents specific and articulable management or security concerns, and that the alternative placement ensures the inmate's health and safety, as well as the safety of others. Denials shall be documented in a Specialty Housing Request or Classification Review form, which must include the rationale for the decision, and must be reviewed and approved by the Classification or PMU Sergeant for continuous quality improvement purposes.

# Orange County Sheriff-Coroner Department

## Custody and Court Operations Manual

### *Supplementary Classification and Housing Considerations*

---

- (f) Transgender or Intersex inmates who are denied their preference for housing placement shall be informed of their right to file a grievance about the decision. This advisement shall be documented in the Specialty Housing Request or Classification Review.
- (g) Classification and PMU shall not consider a Transgender or Intersex inmate's status of transition or inquire into the inmate's genitalia when determining housing placement.
- (h) All OCSD staff are prohibited from retaliating against LGBTQI inmates who grieve or appeal housing placements or classification decisions.
- (i) Inmates identified as Transgender or Intersex shall have a periodic classification review conducted by PMU or Classification staff, twice per year (from the date of the inmate's initial booking), which shall not exceed 180 days from the date of initial booking or last review.
  - 1. Periodic reviews will be independent of any other type of classification review that may occur.
  - 2. When conducting a periodic review, staff shall inquire as to the inmate's current preferences and shall re-assess their classification, placement, and programming, consistent with established policy and procedures.
  - 3. During the review process, if an inmate was previously denied their preferred housing placement, staff shall discuss the previous denial with the inmate to determine if they still prefer this placement, reassess the inmate's eligibility for placement, and note the recommendation for approval or denial in the classification review form [REDACTED].
  - 4. All periodic reviews shall be reviewed and approved by the Classification Sergeant or PMU Sergeant.
- (j) If an inmate self-identifies as LGBTQI at any time after intake, or if staff identify serious, specific, and articulable safety/security or management concerns, the following safety plan shall be followed immediately:
  - 1. Staff responsible for the inmate will ensure the inmate is in, or immediately moved to, a safe and secure location.
  - 2. Staff will call Classification to notify them, submit a Classification Review form (documenting all relevant information and circumstances), and escort the inmate to the booking loop as soon as possible for a classification review and interview.
  - 3. Classification staff will conduct a classification review and interview to determine proper classification and housing placement. Classification staff will then complete the classification review form, which must be reviewed and approved by the Classification Sergeant prior to re-housing the inmate.
  - 4. The classification review process shall be completed within 24 hours of receipt of the Classification Review form by Classification staff.
- (k) For more information regarding LGBTQI inmates, refer to CCOM Sections 2900 – PREA and CCOM Section 7300 – LGBTQI Inmates.

# Orange County Sheriff-Coroner Department

## Custody and Court Operations Manual

### *Supplementary Classification and Housing Considerations*

---

#### **1204.6 WRONG DEFENDANT**

- (a) If an inmate booked to a warrant protests 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) If an inmate is suspected of being a juvenile (including multiple date of births listed on the CII that would qualify the inmate as a juvenile), immediate notification shall be made to the Classification Sergeant. If the Classification Sergeant is off-duty, a Classification Sergeant from another facility or the Population Management Unit (PMU) Sergeant will be notified. The Sergeant shall:
  - 1. Investigate the identity of the inmate and determine the need to separate the inmate from the general population pending further investigation.
  - 2. Assign a separate Deputy to re-screen the inmate through the initial classification assessment process including but not limited to: verification of inmate identification by internal and external systems (NCIC, CLETS, JMS, etc.), comparing live scanned Cal-ID return of OCN, CII or FBI numbers, comparison of photographs, contacting outside agencies and/or juvenile facilities to obtain or confirm identifying information, and a supervised interview of the inmate. If the inmate is confirmed to be a juvenile, refer to CCOM Section 1204.7(c).
  - 3. If the Sergeant determines a positive identification cannot be made, the inmate shall be temporarily classified as an AH-3 and housed separately from the general population. The Sergeant will contact the Special Services Bureau

# Orange County Sheriff-Coroner Department

## Custody and Court Operations Manual

### *Supplementary Classification and Housing Considerations*

---

Captain and PMU Sergeant. The inmate will continue to be classified as an AH-3 until the PMU team confirms the inmate's identity. If the inmate is confirmed to be a juvenile, refer to CCOM Section 1204.7(c).

- (c) If a confirmed juvenile inmate arrives 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 and remain separated from all other inmates and the following procedures shall be followed:
  - 1. Notify the Shift Sergeant, Classification Sergeant and Watch Commander immediately.
  - 2. Facilitate a release from our custody as soon as possible, including but not limited to a transfer to the Orange County Juvenile Hall.
  - 3. The Classification Sergeant will be responsible for the investigation and documentation of the cause of the juvenile being admitted to the facility. Additionally, the Sergeant will complete any necessary OYCR forms required by CCOM Section 1204.7(e). If the Classification Sergeant is off-duty, a Classification from another facility or the Population Management Unit (PMU) Sergeant will be responsible.
- (d) Per Welfare and Institutions Code 208.55, juveniles must be separated from and have no contact including sight and sound with adult inmates. Once separated, Deputies will conduct safety checks within thirty (30) minutes of the beginning time of the previous safety check.
- (e) If a separation incident occurs within any of the OCSD Custody Facilities, the following shall occur:
  - 1. A "JJDP A Separation Incident Report" must be completed by the Classification Sergeant and forwarded to PMU. PMU will submit the report to the Office of Youth and Community Restoration (OYCR) within twenty-four (24) hours following the incident. If an incident occurred in the past, it must still be reported. PMU will retain a copy of the report for historical records.
  - 2. An "OYCR Monthly Report On The Detention Of Minors" must be completed by PMU and submitted to OYCR by the 10th day of the following month from the date of the incident. PMU will retain a copy of the report for historical records.
  - 3. Once the juvenile is identified and separated from the inmate population, a "OYCR Secure Detention of Juveniles Log" must be initiated by the Classification Sergeant. In addition, the Sergeant must communicate the Welfare and Institutions Code Section 207.1 advisements to the juvenile that are listed on the log. Once the juvenile has been released from our custody, this log shall be forwarded to PMU to retain and make available for OYCR inspections.
  - 4. PMU will complete the "OYCR Annual Survey Of Law Enforcement Facilities" annually and submit the survey to OYCR by February 28th of the calendar year.
  - 5. PMU will provide any required documentation to the Inmate Records Division.
  - 6. A copy of the reports and logs mentioned above, may be downloaded at [oycr.ca.gov](http://oycr.ca.gov).

# Orange County Sheriff-Coroner Department

## Custody and Court Operations Manual

### *Supplementary Classification and Housing Considerations*

---

#### **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 CHS [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 receives a [REDACTED] from CHS indicating an inmate requires a special protocol, the following steps shall be taken:
  - 1. Document receipt of the [REDACTED] (articulating CHS's determination) in the inmate's classification record and update the [REDACTED] for that inmate in the Jail Management System (JMS).
  - 2. Complete a "Special Protocols" Form [REDACTED] detailing the inmate's special protocols and attach it to the inmate's module card.



# Orange County Sheriff-Coroner Department

## Custody and Court Operations Manual

### *Supplementary Classification and Housing Considerations*

---

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. When Classification Staff receives a [REDACTED] from CHS indicating an inmate no longer requires special protocol(s), the following steps shall be taken:
1. Document receipt of the [REDACTED] (articulating CHS's determination) in the inmate's classification record and update the [REDACTED] for that inmate in the Jail Management System (JMS).
  2. Make notifications to have the [REDACTED] form removed 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 Classification Review Form [REDACTED] shall 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 Classification Review Form [REDACTED] will be reviewed by a Classification Sergeant for approval.
  3. Once the Classification Review Form is approved, Classification staff will complete a [REDACTED] form detailing the special protocols and attach it to the inmate's module card.
  4. For [REDACTED] forms requiring specific escort or transportation protocols (e.g., 2-Deputy escort with Sergeant and camera), a [REDACTED] shall be entered for that inmate in JMS.
  5. If an inmate requires an update to existing special protocols, steps 1-4 shall be repeated to reflect the change.
- (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 Classification Review Form [REDACTED] shall be 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 completed Classification Review Form [REDACTED] will be reviewed by a Classification Sergeant for approval.
  3. Once the Classification Review Form is approved, Classification staff will make notifications to have the [REDACTED] form 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 [REDACTED] shall be removed for that inmate in JMS. Any time special protocols are required for an inmate, it shall

# Orange County Sheriff-Coroner Department

Custody and Court Operations Manual

## *Supplementary Classification and Housing Considerations*

---

be documented in the [REDACTED] This log shall be maintained and updated  
[REDACTED] by Classification staff.