


MONROE COUNTY  DETENTION FACILITIES	CHAPTER:	NUMBER:
	Classification	3:001
	SUBJECT:	
	Assessment of Inmates' Classifications	
	AREAS OF RESPONSIBILITY:	PERSON RESPONSIBLE:
	Monroe County Detention Facilities	Classification Supv. / KV/PK I/R Officer

REVISED DATE: 5/29/06

Page 1 of 5

I. POLICY:

It is the policy of the Monroe County Detention Facilities to establish the responsibilities and duties to classify inmates safely and humanly according to their assessment as soon as practical after admission. The classification process is uniform for all inmates and follows the inmate throughout his/her incarceration.

II. REFERENCES:

FMJS 4.09, 4.10, 4.14, 5.03(b), & 5.06; FCAC 9.03, 9.08, 9.12, 10.03, & 10.08; and Consent Decree 35.

III. SCOPE:

These procedures apply to All Classification Personnel / KV/PK I/R Officers.

IV. PROCEDURES:

A. Classification Interview Screen

1. The Classification Officer / KV/PK I/R Officer will circle all items on the Classification Interview Screen that pertains to the inmate (e.g., religious preference and educational information). If the answer is "Yes", the Classification Officer / KV/PK I/R Officer will forward the information to the appropriate department.
2. After the Classification Interview Screen is completed, the Classification Officer / KV/PK I/R Officer will assess the inmate by completing the Classification Decision Tree.

Classification

Assessment of Inmates' Classifications

B. Classification Decision Tree

1. The Classification Decision Tree is initially used prior to an inmate being placed a Housing Unit. This decision tree is based upon the Classification Personnel / KV/PK I/R Officer's assessment of eight security levels (two maximum, three medium and three minimum) depending on the inmate. The inmate's classification is determined by:
 - a. Current charges - Felony or misdemeanor and assaultive behavior
 - b. Prior assaultive convictions
 - c. Escape history
 - d. Prior institutional behavior
 - e. Prior criminal history within the last five years of street time
 - f. Pending detainer(s)
 - g. Sentencing status - Pre (unsentenced) or post (sentenced)
 - h. Family ties
2. The above items have been found to be associated with future conduct and thus help identify the types of risk likely to be presented by the inmate. When considered together, these items also help determine the extent of risk likely to be presented by the items used in combination with other specified information when making decisions relating to the inmate.
3. Depending on the circumstances, the inmate's classification recommendation level may be overridden by the supervisor who may assign a different classification level, either higher or lower, from that which is indicated by the decision tree. Rationale must be given on overrides.

NOTE: Dangerous felons are NOT to be housed with misdemeanants.

Classification

Assessment of Inmates' Classifications

4. Instructions for completing the Classification Decision Tree

NOTE: The Decision Tree must be completed on initial assessments. You may complete a new Decision Tree for reassessments, but it is not mandatory.

- a. Name: Enter inmate's full name (last name, first name and middle initial).
- b. Decision Tree: Begin with the most serious charge that the inmate has. Answer the question(s) "Yes" or "No" and follow to the classification level. Circle the type of assessment this is:
 - (1) assessment (initial),
 - (2) reassessment,
 - (3) disciplinary, or
 - (4) other (state reason).
- c. Override: If the Classification Officer / KV/PK I/R Officer believes there are factors that warrant a custody classification which is different from that which is indicated by the tree, the Classification Officer / KV/PK I/R Officer will circle "Yes" or "No". If "Yes", provide rationale and forward to the Classification Supervisor / KV/PK I/R Sergeant for approval/disapproval. Overrides may be recommended to higher or lower classification levels, depending upon the circumstances.
- d. Supervisor: The Classification Supervisor / KV/PK I/R Sergeant will then indicate "Approved" or "Disapproved" for the override and rationale and sign it.
- e. High Risk: The Classification Officer / KV/PK I/R Officer will circle one or more of the boxes listed as it pertains to the inmate.
- f. Special Condition: The Classification Officer / KV/PK I/R Officer will circle one of the boxes listed as it pertains to the inmate.

Classification

Assessment of Inmates' Classifications

- g. Classification: Enter the inmate's classification level once determined according to the decision tree.
- h. Classified by: The Classification Officer / KV/PK I/R Officer completing the decision tree will enter his/her name in a legible manner.
- i. ID#: The Classification Officer / KV/PK I/R Officer will enter his/her ID number.
- j. Date: Enter the date of the assessment.
- k. Comments by staff: Enter any additional comments by other officer's regarding the inmate.
- l. Next Reassessment Date: If needed, enter the date that the next reassessment is to be done.

NOTE: When the Classification Decision Tree is completed, the Classification Officer / KV/PK I/R Officer will give the inmate the green copy and file the original form (white copy) in the inmate's classification file.


C. Classification Reassessment Scale

- 1. The Classification Reassessment Scale is used to update and review an inmate's initial classification assessment. The reassessment scale is completed when new information affecting the inmate's management is received (e.g., detainers or conviction on current charge). Classification reassessment does not necessarily result in a change of classification level or housing assignment. Its primary function is to monitor the inmate's adjustment and bring attention to problems that may arise.
- 2. Classification reassessment is similar to initial classification assessment, but places greater emphasis on institutional conduct to reflect the inmate's actual behavior while confined.
- 3. Reassessments may be warranted by disciplinary actions or when classification status is affected by additional charges or the disposition of charges. Also, reassessment may be done due to an inmate's request when appropriate and applicable.

Classification

Assessment of Inmates' Classifications

4. Instructions for completing the Classification Reassessment Scale
 - a. Name: Enter inmate's name (last name, first name).
 - b. DOB: Enter the inmate's date of birth beginning with the month, day, and year (e.g., 10/12/50).
 - c. Sex: Enter the inmate's sex (i.e., M, F, Unknown)
 - d. Reassessment Reason: Check the one that pertains to the inmate (i.e., disciplinary or other).
 - e. Today's Date: Enter the reassessment date.
 - f. Next Reassessment Date: If needed, enter the date the next reassessment is schedule for.
 - g. Questions: Answer the six questions. "Yes" answers must be explained.
 - h. Inmate's prior classification: Enter the inmate's prior classification.
 - i. Recommended classification: Enter the recommended classification.
 - j. Sign and date the reassessment scale and give the form to the Classification Supervisor / KV/PK I/R Sergeant.
 - k. Supervisor: The supervisor will circle "Approved" or "Disapproved" for the override and must give rationale for either decision. The supervisor will sign and date the Classification Reassessment Scale and indicate the inmate's new classification level.
 - l. If the inmate's classification custody color has changed, make a new inmate ID tag.

MONROE COUNTY  DETENTION FACILITIES	CHAPTER:	NUMBER:
	Classification	3:002
	SUBJECT: Awarding of Gain Time and Computation of Release Date	
	AREAS OF RESPONSIBILITY: Monroe County Detention Facilities	PERSON RESPONSIBLE: Classification Supervisor

REVISED DATE: 9/15/99

Page 1 of 4

I. POLICY:

It is the policy of the Monroe County Detention Facilities to establish a guideline for sentenced inmates to be rewarded gain time based upon length of sentence, productive and acceptable work performance, behavior, and participation in educational programs as prescribed by Florida law. Pre-trial inmates participating in trusty work programs and educational programs may also accrue gain time which shall be awarded if sentenced.

II. REFERENCES:

F.S. 944.275, 944.28 & 951.21 and Consent Decree 117 & 118.

III. SCOPE:

These procedures apply to All Classification Personnel.

IV. DEFINITIONS:

- A. Statutory Gain Time - Standardized reduction in sentence awarded to sentenced inmates at the rate of five (5) days per month as per Florida Statutes.
- B. Work/Good Time - Additional gain time awarded to a sentenced trusty at the rate of ten (10) days per month for satisfactory performance of work, duties, and tasks assigned or if they cannot work for any reason (e.g., handicap, medical, protective custody) but obey all established rules and regulations.
- C. Program Extra Gain Time - Gain time that may be awarded to a sentenced inmate for participation and satisfactory completion in approved educational programs or various other self-betterment programs approved by the Bureau of Corrections and the Monroe County Commission. A trusty participating in programs beyond his/her normal workday is also eligible for extra gain time.
- D. Credit for Time - The amount of time to be deducted from an inmate's sentence for incarceration prior to sentencing.

Classification

Awarding of Gain Time and Computation of Release Date

- E. Concurrent Sentences - Multiple sentences running at the same time with one another.
- F. Consecutive Sentences - Multiple sentences succeeding one another.
- G. Contempt of Court (Civil) - An inmate charged with civil contempt completes a day of his/her sentence at the same time of the day when he/she was taken into jail custody for booking. No gain or credit time is to be awarded.
- H. Contempt of Court (Criminal) - An inmate charged with criminal contempt completes a day of his/her sentence at midnight and is not eligible for gain time or credit time.

V. PROCEDURES:

A. Statutory Gain Time

- 1. Statutory gain time is automatically credited at the rate of five (5) days per month once an inmate has been sentenced.
- 2. Statutory gain time will be computed by the Classification Department. Statutory gain time will be computed according to the Statutory Gain Time Table (see attachment 1).

B. Work/Good Time

- 1. Work/good time will be awarded to trusties and vocational program participants at the rate of up to ten (10) days for each month of satisfactory work performance. If the inmate is unable to work (e.g., handicap, medical, protective custody) but obeys all established rules and regulations the above work/gain time will apply.
- 2. Forfeiture of work/good time for unsatisfactory performance or behavior by sentenced trusties will not be withheld unless it has been documented and the inmate has been afforded a hearing before the disciplinary committee which will recommend appropriate action for review by the Operations Commander.
- 3. Work/good time will be calculated from the remaining time of the sentence (which includes statutory gain time and credit for time served).
 - a. All calculations for date of releases are generated in the computer under the Classification Department.

Classification

Awarding of Gain Time and Computation of Release Date

- b. If the computer is down, a manual computation will be generated by completing the Work/Good Time Manual Calculation Form.

C. Credit For Time

1. Jail Credit - An inmate shall be allowed credit for all time spent in any Florida County Jail, providing incarceration is for a Monroe County offense(s) only. This jail credit will be for the detaining charge(s). If credit is awarded for another county, it will be up to the magistrate or the attorney to indicate number of days credit.
2. Modification of Probation - When a violation results in a modification of the terms of probation to include jail time, the inmate shall receive credit for all allowable jail time.
3. Concurrent Sentences - When an inmate is sentenced on multiple charges, he/she is only entitled to credit against each sentence for the time spent in jail for the charge that led to that sentence.
4. Consecutive Sentences - When an inmate is held in jail on multiple charges, and at disposition receives consecutive sentences, s/he is only entitled to credit as per the magistrate order.
5. Credit Time Allowed for Time Served in Another Jurisdiction - Although the trial judge has inherent discretionary authority to award credit for time served in other jurisdictions, the inmate is not entitled to credit for time served under sentence of another jurisdiction even though a detainer has been placed on him/her by the demanding county. For example, a defendant serving a sentence in another county or another state is deprived of his freedom because of the sentence s/he is required to serve in that county or state and not because of county charges, detainers, or warrants unless the judge having jurisdiction over the county charge so decrees.
6. Contempt of Court (Civil) - An inmate charged with civil contempt completes a day of his/her sentence at the same time of the day when he or she was taken into jail custody for booking. No gain or credit time is to be awarded.


Classification

Awarding of Gain Time and Computation of Release Date

7. Contempt of Court (Criminal) - An inmate charged with criminal contempt completes a day of his/her sentence at midnight and is not eligible for gain time and credit time.
8. Whenever a sentence lacks clarity as to the judge's intentions regarding credit time, clarification will be obtained from the sentencing judge.

**STATUTORY GAIN TIME TABLE
MONROE COUNTY DETENTION FACILITIES**

SENTENCE	DAYS IN SENTENCE	STATUTORY GAIN TIME
1 MONTH	30	5
2 MONTHS	60	10
3 MONTHS	90	15
4 MONTHS	120	20
5 MONTHS	150	25
6 MONTHS	180	30
7 MONTHS	210	35
8 MONTHS	240	40
9 MONTHS	270	45
10 MONTHS	300	50
11 MONTHS	330	55
12 MONTHS	360	60
1 YEAR	364	65
365 DAYS	365	65

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Classification</p>	<p>NUMBER:</p> <p>3:003</p>
	<p>SUBJECT:</p> <p>Classification Folders</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Classification Personnel</p>

REVISED DATE: 9/15/99

Page 1 of 2

I. POLICY:

It is the policy of the Monroe County Detention Facilities that each inmate has a classification folder maintained during his/her length of incarceration.

II. REFERENCES:

FMJS 4.13 and FCAC 9.13.

III. SCOPE:

These procedures apply to All Classification Personnel.

IV. PROCEDURES:

A. An inmate's classification folder shall contain the following:


1. Booking Sheet with Photograph
2. Copy of Criminal History
3. Medical Receiving Screening Form
4. Classification Interview Screen Form
5. Custody Assessment Tree
6. Custody Reassessment Scale
7. Confinement Sheets

B. Additional information that may be contained in the inmate's classification folder include:

Classification

Classification Folders

1. Sentencing information; case disposition (photo copies)
 2. Disciplinary Reports
 3. Incident Reports
 4. Segregation or special housing sheets
 5. Requests for information (e.g., special housing, trusty status)
 6. Pertinent medical information
 7. Answered grievances
 8. 15 Minute and Hourly Observation Sheets (when applicable)
- C. Upon release, the inmate's classification folder shall be forwarded to inmate records for retention as per state guidelines.
- D. Any inmate in special housing or programs shall have his/her file flagged for ease of identification and review.
- E. All classification folders are considered confidential and shall not be viewed by inmates or other person's not directly involved with the inmate.

MONROE COUNTY  DETENTION FACILITIES	CHAPTER:	NUMBER:
	Classification	3:004
	SUBJECT:	
	Contact Visitations	
AREAS OF RESPONSIBILITY:	PERSON RESPONSIBLE:	
Monroe County Detention Facilities	Classification Supervisor	

REVISED DATE: 9/15/99

Page 1 of 2

I. POLICY:

It is the policy of the Monroe County Detention Facilities to allow each inmate the opportunity to have a contact visit.

II. REFERENCES:

FMJS 9.04(d) and Consent Decree 104.

III. SCOPE:

These procedures apply to All Classification Personnel.


IV. PROCEDURES:

- A. Any inmate may request a contact visit by filling out a Contact Visitation Form.
- B. Inmates may be allowed a contact visit(s) under the following conditions:
 - 1. By Court Order from a Judge presiding in Monroe County
 - 2. The inmate must be sentenced to at least 30 days or it has been 30 days since his/her last visit
 - 3. The inmate has been out of disciplinary confinement for at least 30 days
 - 4. Depending on the inmate's classification and behavior
 - 5. The Sheriff will occasionally request a contact visit be allowed

Classification

Contact Visitations

- C. If a contact visit is approved, all visitation rules and regulations shall be followed.
 - 1. Dress Code for Contact Visitation
 - a. Inmates must wear their full uniform including inmate ID.
 - b. Visitors shall abide by the dress code policy posted in the lobby.
 - 2. Contact visits shall be held in the contact visitation room/designated area.
 - 3. All inmates will be strip searched prior to returning to their housing assignment to ensure security and control of the facilities.
- D. When the contact visit is completed, the Classification Officer will place the Contact Visitation Form in the inmate's classification folder.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Classification</p>	<p>NUMBER:</p> <p>3:005</p>
	<p>SUBJECT:</p> <p>Housing Assignments</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Classification Personnel / KV/PK I/R Officer</p>

REVISED DATE: 1/10/08

Page 1 of 3

I. POLICY:

It is the policy of the Monroe County Detention Facilities that all inmates will be housed in a safe and humane manner under the supervision of an Unit/Dorm Officer. Inmates will be housed according to their classification whenever possible. Male and female inmates are housed separately and will be kept separated by normal sight and sound.

II. REFERENCES:

FMJS 4.10-4.12, 5.02, 5.04, 5.07, 15.01 and FCAC 9.02, 10.02, 10.03, 10.06, & 16.01.

III. SCOPE:

These procedures apply to All Classification Personnel / KV/PK I/R Officer.

IV. DEFINITION:

Dangerous Felons - Inmates with a classification level of 1 or 2. Also, any level 3 inmates that are deemed to fit this category due to their present and/or prior history.

V. PROCEDURES:

A. Classification Assessment

Each inmate must be classified according to the following guidelines:

1. Criminal History
2. Medical Receiving Screening Form
3. Communication of Special Needs Form
4. Classification Interview Screen Form

Classification

Housing Assignments

5. Offense Charge(s)
6. Custody Assessment Tree

B. Housing Assignments

Whenever feasible, the following guidelines will apply to the Monroe County Detention Facilities. Housing assignments will be based on the type of crime and the inmate's history. Housing assignments will not be based on bond amounts. These guidelines may be changed at any time to meet the needs of the facility.

NOTE: Dangerous felons are NOT to be housed with misdemeanants.

1. Male Inmates

- a. Unit A will house AC, DC, PC, and dangerous felon inmates.
- b. Unit A-1 (SNU unit) will house special need inmates and on special occasions may house PC inmates.
- c. Units B and C and Dorm H will house all inmates except dangerous felons. Inmates with out-of-county charges or holds from USM, ICE, BP, or Customs will also be housed here.
- d. Dorm E will house inside trusties and other non-assaultive inmates.
- e. Dorm F will house outside trusties, work release, and other non-assaultive inmates.
- f. Dorm G will house drug program (JIP) and other non-assaultive inmates.
- g. KV and PK Facilities will house all inmates except dangerous felons, BP holds, Custom holds, ICE holds, and USM holds.

2. Female Inmates

- a. Unit D will house AC, DC, PC, and dangerous felon female inmates in the lower level cells starting with cell 1. All other female inmates will be housed in the remaining cells.
- b. Unit B-1 (when needed) will house AC, DC, PC, and dangerous felons.

Classification

Housing Assignments

3. Juveniles

Unit B-1 or Sickbay will house all juveniles. When there are juveniles of both genders being housed in this facility, the following will apply:

- a. Whichever gender has the majority will be housed in Unit B-1 or Sickbay.
- b. The gender with the minority will be housed in another area as best suited for their gender.


C. Medical

The Infirmary will be used to house all inmates that the Medical Department has requested special housing for.

NOTE: Medical has the final say on where inmates are housed in the Infirmary.

- D. The Plantation Key and Marathon Detention Facilities shall hold their female and juvenile inmates in isolation housing until arrangements are made to transport to the Monroe County Detention Center.

NOTE: NO inmate will be housed in a direct supervision unit unless approved by Classification / KV/PK I/R Officer or they are placed in a lockdown cell within the direct supervision unit.

<p>MONROE COUNTY</p>  <p>DETENTION FACILITIES</p>	<p>CHAPTER:</p> <p>Classification</p>	<p>NUMBER:</p> <p>3:006</p>
	<p>SUBJECT:</p> <p>Inmate Identification</p>	
	<p>AREAS OF RESPONSIBILITY:</p> <p>Monroe County Detention Facilities</p>	<p>PERSON RESPONSIBLE:</p> <p>Classification Supervisor / KV/PK I/R Officer</p>

REVISED DATE: 5/29/06

Page 1 of 1

I. POLICY:

It is the policy of the Monroe County Detention Facilities to have an established method of inmate identification.

II. REFERENCE:

FCAC 6.09.

III. SCOPE:

These procedures apply to the Intake/Release Officers and Classification Personnel.

IV. PROCEDURES:

- A. When an inmate is admitted into the facility, the Intake/Release Officer shall place an armband on the inmate with the inmate's name written on it.

NOTE: The KV/PK facilities do not need to place an armband on the inmate if the inmate's photo ID tag is made up upon admittance and immediately worn by the inmate.

- B. Once the inmate is classified, a photo ID will be made by Classification and the inmate will be required to wear it at all times.

NOTE: When the inmate is handed his/her photo ID, the armband shall be retrieved and destroyed.

- C. The inmates shall wear their ID tag on the bottom of the V on their uniform shirt or on the uniform shirt pocket.