



STATE OF WYOMING  
DEPARTMENT OF CORRECTIONS  
**ADMINISTRATIVE  
REGULATIONS**

**NUMBER**

**2.402**

**PAGE NUMBER**

**1 OF 6**

**SUBJECT: Inmate Classification**

**I. PURPOSE:**

This administrative regulation is written to provide guidelines for carrying out inmate classification in the institutions. The purpose of classification is to assess the risk presented by each inmate sentenced to the department of corrections and--as appropriate bed space is available--provide no more security than each inmate requires.

Inmate classification--using an objective and valid assessment of risk and an assessment of inmate needs--is also to provide individual and aggregate data about inmates; information about departmental security, housing, and program needs; and information helpful in projecting population trends.

**II. GENERAL:**

A. **PHILOSOPHY.** Classification is designed to be processed and managed by case managers with supervisor review/approval of overrides and transfers. Classification as a function of casework provides an opportunity to have effective and enhanced integration of inmate classification, case planning, program assignments, and work assignments. The objective and valid classification process can improve classification compared to subjective methods; reduce the amount of staff time expended on classification; entrust the decision process to the most efficient and effective operational level; and improve consistency.

B. **REFERENCE.** Reference is made to the classification manual containing the initial classification, reclassification, and needs instruments--with instruction for the completion of these forms.

Reference is also made to the classification Operational Memorandum (OM) for each of the institutions. It describes the manner in which classification will be conducted by each institution--**WITHIN THIS REGULATION**. It identifies staff who will be assigned the responsibility for processing classification; who does overview of the process; who reviews overrides and recommendations, and who will process related issues of housing, program, transfer, work, and other.

**C. POLICIES.**

1. Initial Classification.

The reception, evaluation, orientation, and initial classification of male inmates who are new from court, new as probation violators, parole violators, transfers from other states and others who are new to the department shall be conducted at the penitentiary. Intake and initial classification is not necessary for an inmate who is to "role over" to a consecutive sentence.

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C. POLICIES. (Continued)

1. Initial Classification. (Continued)

The reception and initial classification of women offenders, as above, shall be conducted at the Women's Center.

The inmate's custody level shall be determined by scoring the initial classification instrument.

The initial classification custody level of an inmate--as provided by the classification instrument--may be overridden only for the reasons provided in the classification manual.

Initial classification of an inmate should be conducted by a designated person (counselor) in the intake unit who is most knowledgeable of the inmate's social and criminal history. No additional review of this classification is required unless there is an override recommended. If an override is recommended, the person so designated in the OM shall review.

2. Reclassification.

Reclassification shall be completed by the institution which houses the inmate per the prescribed schedule and according to time to serve (page 4, IIB).

Reclassification of an inmate should be conducted by the inmate's caseworker or counselor. No review of the classification is necessary unless there is an override recommendation.

3. Custody Levels.

Custody levels are minimum, medium, close, maximum, and special management.

**MINIMUM** custody is the least restrictive and is the usual custody of inmates housed in the minimum security area of the women's center, penitentiary, farm, and forestry camp.

**MEDIUM** custody is an inmate who is of moderate risk, who can work and program well with staff and other inmates in a free flow institution. This inmate may, however, present a risk for escape.

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C. POLICIES. (Continued)

3. Custody Levels. (Continued)

CLOSE custody is the highest general population inmate. This inmate is of risk to escape and periodically has demonstrated himself or herself as a threat to staff or other inmates. This inmate usually has a recent or serious disciplinary record.

MAXIMUM custody is for inmates who need constant supervision and are confined to a secure living area except for showers, exercise and other per policy. They are disruptive or escape risks or are in the reception process.

SPECIAL MANAGEMENT is a status within maximum security for protective restriction, disciplinary or administrative segregation, serious escape or violence threat or other special management needs.

This classification instrument scoring does not define a custody level scoring range for special management. Special management is actually a status within the custody level of maximum as defined above.

This classification system does not define a community custody level for inmates in community centers or work release. "Community" is also a status not a classification level. Most inmates are minimum housing prior to transfer to a center, but not all. Inmates who qualify by statute as nearing release are eligible and may be in any custody level prior to transfer.

The objective classification instrument is good supporting information for recommendations. A special review of the prison population for placement in community centers would first search for those who are eligible by statute and second for lower classification scores.

4. Classification and Housing.

Housing and inmate custody levels will be considered separate issues. Since all the beds of the department are usually full every day, a few inmates will have a classification custody level different from their housing security designation. Some medium custody inmates will be housed in close security areas and minimum in medium, for example. There may be instances where medium inmates will be housed in minimum (the best of the medium by low classification score). It will **NOT** be necessary to artificially override an inmate's classification custody to match his/her housing. Nor is an inmate **ENTITLED** to minimum security housing because he is classified as minimum custody.

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III. PROCEDURE:

A. Initial Classification.

Prior to the completion of the intake process of a new inmate, the intake counselor or designated intake classification staff person will complete the initial classification instrument and the needs assessment instrument.

If no override is recommended, the classification custody level is established. Per institution OM the classification information is sent forward to appropriate staff for data entry, for a housing assignment, institution assignment (transfer), work program, treatment program, community center placement, or other.

If an override is recommended, the classification instrument is forwarded to the staff member assigned approval responsibility per institution OM.

B. Reclassification.

Inmates will be reviewed by their assigned case manager, classification officer per the policy in the classification manual. If time to serve is:

- less than two years: review every three months,
- between two & five years: every six months,
- five years or more: at six months, then annual.

The case manager, counselor, or classification officer responsible for the inmate will complete the classification reassessment instrument and maintain the inmate's custody level or change according to the instrument. The case manager will forward the information to data entry, make any needed program assignments/changes, work assignments, request override of classification, other action, or forward the information to the staff member assigned to make such assignments or decisions per the institution OM.

Under reclassification, the institution may wish to identify--as a guide to the classification staff--instances in which special reclassification is appropriate or required. Instances such as post disciplinary, post parole board hearing, or other where information is available and was not previously known, or status change, could effect classification custody level.

C. Transfers & Approvals.

Approvals are required if the person conducting classification wishes to override the classification. Transfer to another institution will be required approval--with or without accompanying reclassification. The Department Director or designee may require approval of a custody change or transfer of a high profile inmate who is on an established list or who is serving a sentence for first degree murder. Central classification and the community center liaison will review

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III. PROCEDURE: (Continued)

C. Transfers & Approvals. (Continued)

recommendations for community center placement and the local community board will make the final decision.

Overrides, transfers and other classification action requiring supervisor approval will be reviewed by the unit manager, institution classification coordinator, or other staff member per the institution OM.

D. Processing of Forms.

Classification processing forms shall be routed for approval if required. Forms shall be forwarded or copied to the person responsible for automated data collection and forwarded or copied to the institution's Records Office for inclusion in the inmate's hard copy file according to the institution OM.

Others may need to be informed about classification changes. If someone other than the counselor makes housing, program, job change, or transfer, these staff need to be informed by copy of the classification action or change sheet per institutional OM.

E. Data Collection & Reporting.

Classification status shall be recorded for each inmate and into a format which will allow collective information to be processed, as-needed or via regular report. Classification data collection will include:

1. The initial classification custody score and level.
2. The latest reclassification score and level.
3. The needs codes and areas where moderate or high disfunction exist.

Classification reporting each month shall include:

1. The number of inmates at each classification level in the system.
2. The number of inmates at each housing level in the system.
3. The number of new inmates and a breakdown of their custody level at initial classification.

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III. PROCEDURE: (Continued)

E. Data Collection & Reporting. (Continued)

4. The number of approved overrides at initial and reclassification.
5. The number of inmates having identified needs in the ten categories of the needs assessment.
6. and other, per the reporting form developed by central classification and the data collection staff of the various institutions.

(MONTHLY REPORTING FORM ATTACHED)

\_\_\_\_\_  
Judith Uphoff, Director  
Wyoming Department of Corrections

\_\_\_\_\_  
Effective Date

Comments:

END OF MONTH

CLASSIFICATION/POPULATION REPORT

Report of Male Population \_\_\_ or Female \_\_\_

Year \_\_\_\_\_ Month \_\_\_\_\_

1. \_\_\_\_\_ **NUMBER OF INMATES IN INSTITUTIONS AND COMMUNITY CENTERS.**

2. **CURRENT POPULATION AT END OF MONTH CLASSIFIED TO:**

- a. \_\_\_\_\_ Minimum custody
- b. \_\_\_\_\_ Medium custody
- c. \_\_\_\_\_ Close custody
- d. \_\_\_\_\_ Maximum custody
- e. \_\_\_\_\_ Maximum, special management custody/status
- f. \_\_\_\_\_ Unclassified (Intake or other)
- g. \_\_\_\_\_ **TOTAL** (Same as #1 above)

3. **CURRENT HOUSING.**

MALE

- a. \_\_\_\_\_ Housed WSP Minimum, Classified: \_\_\_\_\_ Minimum, \_\_\_\_\_ Medium, \_\_\_\_\_ Other.
- b. \_\_\_\_\_ Housed Forest Camp, Classified: \_\_\_\_\_ Minimum, \_\_\_\_\_ Medium, \_\_\_\_\_ Other.
- c. \_\_\_\_\_ Housed Honor Farm, Classified: \_\_\_\_\_ Minimum, \_\_\_\_\_ Medium, \_\_\_\_\_ Other.
- d. \_\_\_\_\_ Housed Boot Camp, Classified: \_\_\_\_\_ Minimum, \_\_\_\_\_ Medium, \_\_\_\_\_ Other.
- e. \_\_\_\_\_ Housed Med. Security Classified: \_\_\_\_\_ Minimum, \_\_\_\_\_ Medium, \_\_\_\_\_ Close.
- f. \_\_\_\_\_ Housed Close GP Classified: \_\_\_\_\_ Medium, \_\_\_\_\_ Close, \_\_\_\_\_ Other.
- g. \_\_\_\_\_ Housed Maximum Classified: \_\_\_\_\_ Close, \_\_\_\_\_ Max. \_\_\_\_\_ Special.

FEMALE.

- a. \_\_\_\_\_ Housed Minimum, Classified: \_\_\_\_\_ Minimum, \_\_\_\_\_ Medium, \_\_\_\_\_ Other.
- b. \_\_\_\_\_ Housed Medium, Classified: \_\_\_\_\_ Minimum, \_\_\_\_\_ Medium, \_\_\_\_\_ Close.
- c. \_\_\_\_\_ Housed Close, Classified: \_\_\_\_\_ Medium, \_\_\_\_\_ Close, \_\_\_\_\_ Other.
- d. \_\_\_\_\_ Housed Maximum Classified: \_\_\_\_\_ Close, \_\_\_\_\_ Max. \_\_\_\_\_ Special.

4. **INITIAL CLASSIFICATION.**

\_\_\_\_\_ **total** number classified at initial classification this month.

Number classified to:

- \_\_\_\_\_ Minimum custody, Housed Minimum \_\_\_\_\_ Medium \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Medium custody, Housed Minimum \_\_\_\_\_ Medium \_\_\_\_\_ Close \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Close custody, Housed Medium \_\_\_\_\_ Close \_\_\_\_\_ Maximum \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Maximum custody, Housed Close \_\_\_\_\_ Maximum \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Maximum Special, Housed Special \_\_\_\_\_ Other \_\_\_\_\_

**5. OVERRIDES, INITIAL CLASSIFICATION**

	NUMBER		NUMBER		
	]------RECOMMENDED/APPROVED------[				
	<u>MIN/MIN</u>	<u>MED/MED</u>	<u>CLOSE/CLOSE</u>	<u>MAX/MAX</u>	<u>SPEC./SPEC.</u>
<u>SCORED</u>					
Minimum		[ ]/[ ]	[ ]/[ ]	[ ]/[ ]	[ ]/[ ]
Medium	[ ]/[ ]		[ ]/[ ]	[ ]/[ ]	[ ]/[ ]
Close	[ ]/[ ]	[ ]/[ ]		[ ]/[ ]	[ ]/[ ]
Maximum	[ ]/[ ]	[ ]/[ ]	[ ]/[ ]		[ ]/[ ]
<u>OVERRIDE</u>					
<u>REASON:</u>	<u># appvd.</u>	<u># appvd.</u>	<u># appvd.</u>	<u># appvd</u>	<u>#appvd</u>
#1 PC/Witness	_____	_____	_____	_____	_____
#2 Psych/Suicide	_____	_____	_____	_____	_____
#3 Medical	_____	_____	_____	_____	_____
#4 Escape	_____	_____	_____	_____	_____
#5 Detainer	_____	_____	_____	_____	_____
#6 Inmate Request	_____	_____	_____	_____	_____
#7 Sex Offender	_____	_____	_____	_____	_____
#8 Adjstmt/Violation	_____	_____	_____	_____	_____
#9 Program Need	_____	_____	_____	_____	_____
#10 Notoriety	_____	_____	_____	_____	_____
#11 Court Order	_____	_____	_____	_____	_____
#12 Other	_____	_____	_____	_____	_____

**6. OVERRIDES, INITIAL CLASSIFICATION**

NUMBER      NUMBER  
 ]-----RECOMMENDED/APPROVED-----[  
MIN/MIN      MED/MED      CLOSE/CLOSE      MAX/MAX      SPEC./SPEC.

SCORED

Minimum		[ ]/[ ]	[ ]/[ ]	[ ]/[ ]	[ ]/[ ]
Medium	[ ]/[ ]		[ ]/[ ]	[ ]/[ ]	[ ]/[ ]
Close	[ ]/[ ]	[ ]/[ ]		[ ]/[ ]	[ ]/[ ]
Maximum	[ ]/[ ]	[ ]/[ ]	[ ]/[ ]		[ ]/[ ]

OVERRIDE

<u>REASON:</u>	<u># appvd.</u>	<u># appvd.</u>	<u># appvd.</u>	<u># appvd</u>	<u>#appvd</u>
#1 PC/Witness	_____	_____	_____	_____	_____
#2 Psych/Suicide	_____	_____	_____	_____	_____
#3 Medical	_____	_____	_____	_____	_____
#4 Escape	_____	_____	_____	_____	_____
#5 Detainer	_____	_____	_____	_____	_____
#6 Inmate Request	_____	_____	_____	_____	_____
#7 Sex Offender	_____	_____	_____	_____	_____
#8 Adjstmt/Violation	_____	_____	_____	_____	_____
#9 Program Need	_____	_____	_____	_____	_____
#10 Notoriety	_____	_____	_____	_____	_____
#11 Court Order	_____	_____	_____	_____	_____
#12 Other	_____	_____	_____	_____	_____

7. **CUSTODY CLASSIFICATION & HOUSING SUMMARY.**

	<u>This</u> <u>Mo.</u>	<u>Last</u> <u>Mo.</u>	<u>This Mo.</u> <u>Last Yr.</u>
a. Housing (Total Active Population)			
Community Centers	_____	_____	_____
Minimum Security	_____	_____	_____
Medium Security	_____	_____	_____
Close Security	_____	_____	_____
Maximum Security	_____	_____	_____
Special Management	_____	_____	_____
b. Classification Custody (Total Active)			
Minimum	_____	_____	_____
Medium	_____	_____	_____
Close	_____	_____	_____
Maximum	_____	_____	_____
Special Management	_____	_____	_____
c. Initial Classification	<u>This</u> <u>Mo.</u>	<u>Last</u> <u>Mo.</u>	<u>Yr. to</u> <u>Date</u>
Minimum	_____	_____	_____
Medium	_____	_____	_____
Close	_____	_____	_____
Maximum	_____	_____	_____
Special Management	_____	_____	_____

8. **NEEDS ASSESSMENT.**

Number of inmates at **initial classification** with identified serious disfunction or deficiency, per category:

	<u>This</u> <u>Mo.</u>	<u>Last</u> <u>Mo.</u>	<u>Year to</u> <u>Date</u>
a. Health	_____	_____	_____
b. Intellectual ability	_____	_____	_____
c. Emotional Problems	_____	_____	_____
d. Substance Abuse	_____	_____	_____
e. Educational Status	_____	_____	_____
f. Voc./Work Experinece	_____	_____	_____
g. Attitude	_____	_____	_____
h. Sexual History	_____	_____	_____
i. Domestic Life	_____	_____	_____
j. Life Skills/Financial	_____	_____	_____