



Operating Procedure

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Amended 9/13/17, 10/25/17, 1/16/18, 8/1/18	Operating Level Department
Supersedes Operating Procedure 830.1 (6/1/14)	
Authority COV §53.1-32.1	
Subject INSTITUTION CLASSIFICATION MANAGEMENT	
ACA/PREA Standards 4-4254, 4-4300, 4-4301, 4-4302, 4-4303; 2-CO-1E-09, 2-CO-4B-03; 4-RH-0009	
Incarcerated Offender Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Attachments Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Office of Primary Responsibility Director of Offender Management Services	

I. PURPOSE

This operating procedure provides for the organization, function, and management of offender classification in Department of Corrections institutions.

II. COMPLIANCE

This operating procedure applies to all units operated by the Department of Corrections (DOC). Practices and procedures shall comply with applicable State and Federal laws and regulations, Board of Corrections policies and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

III. DEFINITIONS

Annual Review - A uniform yearly review of an offender's classification, needs, and objectives; the Initial Classification Date (ICD) is used to establish the review date for an offender received on or after February 1, 2006. The Custody Responsibility Date (CRD) is used to establish the review date for an offender received prior to February 1, 2006.

Central Classification Services (CCS) - Staff members from the Offender Management Services Unit who review certain recommendations made by the Institutional Classification Authority and render a final decision regarding offender status and assignments

Classification - A process for determining the needs and requirements of offenders; this is an ongoing process that attempts to utilize all relevant information concerning the offender to identify and analyze individual strengths and weaknesses, address individual needs, and encourage proper adjustment to the prison setting and ultimately free society.

COMPAS (Correctional Offender Management Profiling for Alternative Sanctions) - The DOC approved risk/needs assessment which consists of different versions for community corrections and institutions; COMPAS is a support system for supervision and case-management decisions, a database used in combination with VACORIS, a tool that assesses two critical risks - violence and recidivism and a tool for determining the criminogenic needs that are used to develop case plans and set programing.

Formal Due Process Hearing - A classification hearing that requires a prior formal notification to the offender indicating the reason for, purpose of, and possible results of the classification hearing, the offender's right to be present at the hearing, and notice of the results of the hearing and the reason for the decision. A formal due process hearing is required when an offender is considered for removal from general population, or faces the possibility of increase in security level or reduction in good time earning level outside the Annual Review Cycle.

Formal Notification - The institution is required to provide, at a minimum, 48 hour written notification to the offender of a scheduled formal due process hearing using the *Institutional Classification Authority Hearing Notification* generated in VACORIS.

ICA Hearing - An offender case review conducted by the Institutional Classification Authority; these hearings may be either formal due process, or informal hearings depending on the purpose of the review.

Informal Hearing - A classification hearing which does not require advance notification to the offender of the hearing except for involuntary removals from a job or program assignment

Initial Classification Date (ICD) - The date on which the offender was initially assigned to a Security Level

Institutional Classification Authority (ICA) - The institution staff person designated to conduct offender case review hearings

Program Assignment Reviewer (PAR) - The institution staff person designated to conduct informal offender case review hearings such as outside work classification, job assignments/removals, academic/vocational assignments/removals, and assignments/removals from treatment programs.

VACORIS - The computer-based Virginia Department of Corrections offender information management system

IV. PROCEDURE

A. Institutional Classification

1. Offender Classification

- a. This operating procedure provides for a classification review and appeal process for offenders in DOC institutions. (2-CO-4B-03)
- b. Institutional Classification Authority (ICA) and Program Assignment Reviewer (PAR) hearing actions and administrative reviews shall be documented in VACORIS with paper documents generated only as needed for offender signatures and to provide notice or copies to offenders of classification actions.

2. Institutional Classification Authority (ICA) Hearings

- a. An ICA hearing is required for the below listed actions and may be either a formal due process hearing or an informal hearing depending on the purpose of the hearing. A formal due process hearing is required for administrative and interim reviews whenever there is the opportunity for the offender to be removed from general population status, a reduction in good time earning level, increase in security level, or a loss of liberty is involved. The offender's needs (i.e., security, programs, etc.) should be addressed during the hearing.
- b. Types of hearings:
 - i. Annual Reviews will be conducted utilizing the Initial Classification Date (ICD) or the Custody Responsibility Date (CRD), as applicable. (4-4300)
 - (a) The Annual Review should be conducted within 30 days after the *Annual Review Date* provided on the offender's *Home Page* in VACORIS.
 - (b) The review requires an updated Home Plan, Employment Plan, Re-entry Timeline, Re-entry Case Plan, Emergency Contact and Next of Kin Notification using [Emergency Notification Information](#) 050_F11, Family Environmental Information, COMPAS Re-entry assessment and a complete assessment of each component of the offender's institutional status.
 - (c) Due to the routine nature of Annual Reviews, due process is not required, but the offender should be allowed to be present and have input in the process.
 - (d) Factors to be addressed: (counselors must ensure all offender record information is current and accurate) (2-CO-1E-09)
 - Security Level (see Operating Procedure 830.2, *Security Level Classification*)
 - Institution Assignment (including assignment to the appropriate re-entry site for offenders within the established time period)
 - GCA/ESC Class Level (see Operating Procedure 830.3, *Good Time Awards*)
 - COMPAS Re-entry Assessment
 - Re-entry Case Plan
 - Offender Re-entry Timeline

- Any other decisions affecting the offender
- ii. Annual Reviews for contract offenders (i.e. Virgin Islands, Hawaii) will be conducted utilizing the date the offender is received into the Virginia DOC. (4-4300)
 - (a) The annual review should be conducted within 30 days after the *Annual Review Date* provided in VACORIS.
 - (b) The review requires an updated Home Plan, Re-entry Timeline, Re-entry Case Plan, Emergency Contact and Next of Kin Notification using [Emergency Notification Information](#) 050_F11, Family Environmental Information, COMPAS re-entry assessment and a complete assessment of each component of the offender's institution status to include:
 - Infraction History
 - Program Participation
 - Academic and Career and Technical Education Programs Participation
 - Institutional Employment History
 - (c) Due to the routine nature of annual reviews, due process is not required, but the offender should be allowed to be present and have input in the process.
 - (d) Factors to be addressed: (counselors must ensure all offender record information is current and accurate) (2-CO-1E-09)
 - Security Level (Security Level Scoresheet for informational purposes only, do not complete the process and change the offenders Security Level in VACORIS)
 - Institution Assignment (Red Onion State Prison, Wallens Ridge State Prison, or Keen Mountain Correctional Center, only)
 - Class Level (Class Level Scoresheet, for informational purposes only, do not complete the process and change the offenders Class Level in VACORIS); CCS must be notified of all Loss of Good Time penalties imposed for a disciplinary conviction.
 - COMPAS reentry assessment
 - Re-entry Case Plan
 - Offender Re-entry Timeline
 - Any other decisions affecting the offender
 - (e) The [Reclassification Score Sheet \(DOC 11B\) Worksheet](#) (Attachment 1 to Operating Procedure 830.2, *Security Level Classification*) and the [Class Level Evaluation](#) (Attachment 1 to Operating Procedure 830.3, *Good Time Awards*) may be completed and uploaded as and External Document in lieu of completing these documents in VACORIS.
 - (f) Contract offenders in general population may request a transfer during their annual review to Red Onion State Prison, Wallens Ridge State Prison, or Keen Mountain Correctional Center if they are eligible and meet the *Institutional Assignment Criteria* (see Operating Procedure 830.5, *Transfers, Institution Reassignments*)
 - (g) Contract offenders assigned to the Step Down Program are required to complete the requirements of the program prior to transfer to lower security institutions.
 - (h) Offenders will not be transferred for Re-entry services, necessary services will be provided at the assigned institution.
- iii. Formal Due Process Hearings require the use of the *Institutional Classification Authority Hearing Notification* with actions documented on an *Institutional Classification Authority Hearing* report. Examples of formal due process hearings:
 - (a) Transfer for security reasons; transfers to a permanent protective custody unit
 - (b) Decrease in GCA/ESC earning level (Interim Review)
 - (c) Security Level increase (Interim Review)
 - (d) Pre-Hearing Detention assignment for institutions not operating under Restrictive Housing
 - (e) Segregation assignment, review and release for institutions not operating under Restrictive Housing (4-4254)
 - (f) Segregation reviews resulting in no status change for institutions not operating under Restrictive Housing

- (g) Work Release removals
- (h) Assignments and removals from Cognitive Therapeutic Community Programs (see Operating Procedure 830.5, *Transfers, Institution Reassignments*)
- (i) Administrative Hearings i.e., offender's refusal of an off-site specialist appointment, diagnostic procedure, or treatment procedure (see Operating Procedure 720.4, *Co-Payment for Health Care Services*)
- (j) Removals from Re-entry Programs
- (k) Restrictive Housing Unit Assignments and Removals (4-RH-0009)
- (l) Assignments to *Steps to Achieve Reintegration (STAR) Program*
- (m) Assignments and removals from the *Grooming Standards Violator Housing Unit (VHU)*
- (n) Assignments and removals from the *Shared Allied Management (SAM) Unit* that require an institutional transfer
- (o) Assignments and removals from the *Secure Diversionary Treatment Program (SDTP)*
- iv. Informal Hearing actions are documented on an *Institutional Classification Authority Hearing* report. Examples of informal hearings:
 - (a) Offender requested transfer during the Annual Review Cycle
 - (b) EGT awards
 - (c) Assignments to Work Release Program
 - (d) Offender requested assignment and removal from Common Fare - (Note: Offender must be present at ICA review) (see Operating Procedure 841.3, *Offender Religious Programs*).
 - (e) "Keep Separate" designation (see Operating Procedure 830.6, *Offender Keep Separate Management*)
 - (f) Removals from the *Steps to Achieve Reintegration (STAR) Program*
 - (g) Assignments and removals from the *Shared Allied Management (SAM) Unit* that do not require a transfer
- c. Referrals for ICA hearings may be made by any of the following persons:
 - i. Facility Unit Head, Assistant Facility Unit Head or designee
 - ii. Chiefs of Security, Chiefs of Housing and Programs, Unit Managers, Officer-In-Charge
 - iii. Hearings Officer (when based on disciplinary reports)
 - iv. Institutional Program Managers, Counselors, Medical or Mental Health Staff
 - v. Director
 - vi. Chief of Corrections Operations
 - vii. Regional Operations Chief
 - viii. Regional Administrator
 - ix. Director of Offender Management Services or designee
 - x. Central Classification Services
- 3. Appointment of the Institutional Classification Authority (ICA):
 - a. The ICA is an institution employee who has contact with the offender, but who is impartial to the offender being presented for review.
 - b. The ICA is an experienced senior staff member who will be appointed by the Facility Unit Head. This person must be in Pay Band 4 or above, preferably functioning in a supervisory status.
 - i. An institution may choose to utilize a committee for ICA hearings.
 - ii. If a committee is used, the chairperson must meet the criteria above.
- 4. Responsibilities of the Institutional Classification Authority and the other participants during the ICA Hearing:
 - a. Institutional Classification Authority
 - i. Ensures that there is a docketing procedure that provides for all cases being heard within applicable time limits
 - ii. Ensures that all cases heard are documented in VACORIS
 - iii. Ensures that the ICA hearing is conducted properly and in compliance with all established

- procedures
- iv. Moderates questions and comments at the hearing to ensure that all persons, including offenders, have an opportunity to be heard and guides the process to reach a decision
 - v. Determines whether witnesses have relevant testimony
 - vi. Ensures the hearing is orderly, and may have anyone who attempts to disrupt the hearing removed
 - vii. Makes a recommendation based only on the facts presented at the hearing and review of the offender's record, and ensures that the decision is fair and impartial
- b. Reporting Officer (Formal due process hearing, if required) - Becomes familiar with all facts relevant to the case prior to the hearing, presents all the facts and responds to questions relevant to the case during the hearing and in the presence of the offender.
- c. Counselor
- i. Ensures the offender understands the reasons for, purpose of, and possible results of the hearing
 - ii. Ensures the offender is eligible for the type of review scheduled
 - iii. Ensures that the offender understands the procedure of the ICA hearing (i.e. organization, procedural requirements, etc.)
 - iv. Be present for ICA hearings to present to the ICA additional, relevant facts, alternative solutions, or courses of action
- d. Witnesses - (Formal due process hearing, if required)
- i. Responsible for presenting relevant facts pertinent to the case
 - ii. Answers questions from the ICA and offender relative to the given testimony
 - iii. Any witness for the offender who does not wish to testify should submit a written statement to that effect.
 - iv. Confidential offender witnesses shall not be required to appear before the ICA.
 - (a) Testimony may be presented to the ICA by a reporting officer in the presence of the offender.
 - (b) The confidentiality of the names of those offenders providing testimony may be maintained for security reasons.
 - (c) Information received from confidential sources should be written either by the informant or the officer who presents the information.
 - (d) Information received from a specific informant should be verified and the reliability of the informant established.
 - v. Offender witnesses appearing before the ICA are doing so on a strictly voluntary basis, and cannot be forced to present any information. The ICA will determine whether the information presented by the offender is relevant to the hearing.
 - vi. The ICA may choose not to call witnesses to appear at the hearing if their testimony is irrelevant or repetitious.
 - vii. Employees requested as offender witnesses must state, in writing, what testimony they could give at the ICA hearing and submit their statements to the ICA. If the ICA determines their testimony is relevant, the statement may be used for hearing or the employee's presence may be required at the hearing as deemed appropriate by the ICA.

B. Institutional Classification Authority Hearing Procedural Requirements

1. Formal Due Process Hearings

- a. The *Institutional Classification Authority Hearing Notification* generated in VACORIS will be used for all formal ICA hearings to ensure that the offender receives due process.
- b. Referral and Prior Notification - The *Notification* will be served on the offender at least 48 hours in advance of the scheduled hearing and uploaded in VACORIS; the offender may waive the 48-hour notice in writing. (4-4302)
- c. The offender will be advised that they will be permitted to:

- i. Be present at the hearing
 - ii. Remain silent
 - iii. Have a counselor or other employee present to advise
 - iv. Hear the testimony or statement of the reporting officer (a signed, notarized statement from the reporting officer will suffice if the person is legitimately unable to attend the hearing)
 - v. Call and question witnesses
 - vi. Be advised verbally at the hearing and in writing within five working days of the ICA's recommendation and reason for the decision
 - vii. Receive a copy of action of the final approving authority
 - viii. Access the Offender Grievance Procedure (Operating Procedure 866.1, *Offender Grievance Procedure*) to appeal all classification decisions
- d. The rights to hear the reporting officer's statement and to call and question witnesses do not apply in the following cases:
- i. Pre-hearing detention when a disciplinary offense has been served
 - ii. Hearings based on a documented disciplinary conviction
 - iii. Hearings based on criminal convictions
 - iv. Initial review of an offender's detention status based on their claim of a keep separate situation, pending outcome of the investigation
- e. Interim reviews of on-going segregation assignments do not require the presence of a reporting officer or the right to call witnesses.
- f. The person serving the *Notification* will record the names of any requested witnesses, indicate if the offender has waived the 48 hour notice, have the offender sign, witness the offender's signature, and provide a copy to the offender. If the offender refuses to sign the notice, the person serving the notice will so note and sign as witness.
- g. At the start of the hearing, the ICA will determine that the offender received advance formal notification or waived such notification in writing and understands the reason for the hearing and all procedural requirements. The ICA will conduct the hearing in accordance with this operating procedure. Upon conclusion of the hearing, the ICA will inform the offender of the ICA's recommendation and reasons for the recommendation.
- h. Designated staff will complete hearing documentation in VACORIS, specifying the statements of the reporting officer, the offender, and any witnesses, the ICA's recommendation, and the reasons for the recommendation. The ICA will escalate the hearing for review as necessary. The offender should receive a copy of the *Institutional Classification Authority Hearing* report within five working days of the hearing.
- i. Upon final action by the appropriate approving authority, a copy of the *Institutional Classification Authority Hearing* report reflecting the ICA's recommendation, and the final decision by the appropriate approving authority will be provided to the offender along with any relevant evaluation reports. If the approving authority disapproves or modifies the ICA decision, documentation of the action should be noted in VACORIS.
2. Informal Hearing Requirements
- a. Although prior notification of the offender is not required, it is generally preferable to advise the offender in advance of the nature of the hearing. If the offender desires to be present, the ICA may permit the offender to be present if deemed appropriate and necessary.
 - b. If the offender is present at the hearing, the ICA should inform the offender of the decision or recommendation at that time. If the offender is not present, the offender should be advised of the decision in writing within five working days using the *Institutional Classification Authority Hearing* report.
 - c. Upon final action by the appropriate approving authority, a copy of the *Institutional Classification Authority Hearing* report reflecting the ICA's recommendation and the final decision by the approving authority will be provided to the offender.

3. Annual Review Hearing Requirements

- a. Formal Due Process is not required for an increase in an offender's Security Level or GCA/ESC Class Level during a general population offender's Annual Review. Such reviews are considered routine and afforded every offender; however, the offender should be allowed to be present and permitted input during the review process and receive a copy of the outcome of the review. Each component of the Annual Review may be appealed through the Offender Grievance Procedure. (4-4301)
- b. The Annual Review shall be documented in VACORIS.
- c. Offenders requesting transfer during their Annual Review Cycle should meet the criteria in Operating Procedure 830.5, *Transfers, Institution Reassignments*, before being recommended by the institution. Such recommendation does not require due process.
- d. CCS may administratively review the offender population for security level reductions to maximize the efficient use of available bed space.
- e. Facility Unit Heads may be requested to review the offender population and make recommendations for security level reductions. An interim review will not change the next Annual Review date. The reason for the review should be selected in the *Classification Action Type* section of VACORIS.

4. Following the ICA hearing, the ICA will escalate the hearing for appropriate review and approvals.

C. Review of Institutional Classification Authority Recommendation

1. The Facility Unit Head, Assistant Facility Unit Head, or their designee will ensure all information is properly entered in VACORIS.
2. The Facility Unit Head or designee will review each ICA action as required and will indicate approval/disapproval of the ICA's recommendation.
 - a. The Facility Unit Head, Assistant Facility Unit Head, or their designee cannot review cases for which they served as the ICA chairperson.
 - b. Cases may be disapproved and returned to the ICA for additional information.
3. For segregation reviews for which no status change has been recommended, the Facility Unit Head or designee will indicate approval/disapproval of the ICA's recommendation, note that no change has been recommended, and provide any comments.
4. The Facility Unit Head or designee will indicate specific reasons for the decision in the respective narrative fields.
5. The levels of final approval/disapproval authority for classification decisions are listed below:
 - a. The Facility Unit Head or designee is the final authority for approving/disapproving the following ICA actions:
 - i. All GCA and ESC Class Level change and EGT recommendations
 - ii. Security Level changes as follows:
 - (a) No change in Security Level when score is in the assigned level i.e., offender is Security Level 4 and scores 28 points which is in the SL 4 range. The institution determines the offender will remain SL 4.
 - (b) No change in Security Level with one level override i.e., offender is Security Level 3 and scores 15 points which is in the SL 2 range. The institution determines the offender will remain in SL 3 utilizing a one level override.
 - (c) Security Level decrease with one level override i.e., offender is Security Level 3 and scores 9 points which is in the SL 1 range. The institution determines the offender will be decreased to SL 2 with a one level override.
 - (d) Security Level increase with one level override i.e., offender is Security Level 4 and scores 30 points which is in the SL 4 range. The institution determines the offender will be increased to SL 5 with a one level override.

- iii. Pre-hearing Detention assignments, removals
- iv. Segregation assignments, reviews and removals
- v. Common Fare assignments and offender requested removals
- vi. Assignment to the *Shared Allied Management (SAM) Unit*
- b. The Regional Administrator, upon referral from the Facility Unit Head or designee has final authority for approving/disapproving community activities and intra-regional transfers as defined in Operating Procedure 830.5, *Transfers, Institution Reassignments*.
- c. Chief of Corrections Operations or designee approval is needed for Interstate Compact transfer (see Operating Procedure 020.2, *Compact for Interstate Transfer of Incarcerated Offenders*)
- d. Upon referral by the Regional Administrator and the Chief of Corrections Operations, the Director is the final and sole authority for approval of Restoration of Lost Good Time requests.
- e. Actions Requiring CCS Approval: Central Classification Services, upon referral by the Facility Unit Head or designee has final authority for approval/disapproval of the following:
 - i. No change in Security Level with a two level override i.e., offender is SL 4 and scores 14 points which is in the SL 2 range. The institution recommends remain SL 4 with a two level override
 - ii. Security Level Assignments with an H-7 override
 - iii. Any override of mandatory restrictors or offender assignment criteria
 - iv. Reclassification assignments to Security Level W
 - v. Reclassification assignments to work centers
 - vi. Assignments to the *Steps to Achieve Reintegration (STAR) Program* which are escalated by CCS to the designated Facility Unit Head or designee, and Regional Operations Chief in accordance with Operating Procedure 830.5, *Transfers, Institution Reassignments*
 - vii. Assignments into Security Level S which are escalated by CCS to the designated Facility Unit Head or designee, and Regional Operations Chief in accordance with Operating Procedure 830.5, *Transfer, Institution Reassignments*
 - viii. Assignments to the Grooming Standards Violator Housing Unit (VHU) which are escalated by CCS to the designated Facility Unit Head or designee, and Regional Operations Chief in accordance with Operating Procedure 830.5, *Transfer, Institution Reassignments*
 - ix. All transfers, except intra-regional, as defined in Operating Procedure 830.5, *Transfers, Institution Reassignments*, including administrative/security, offender request, and assignment to Protective Custody units
 - x. Keep Separate approvals and removals
 - xi. All work release recommendation (assignments/removals)
 - xii. Assignments to the *Shared Allied Management (SAM) Unit* which are escalated by Psychology Associate Senior at CCS to the designated Facility Unit Head or designee in accordance with Operating Procedure 830.5, *Transfer, Institution Reassignments*
 - xiii. Assignments to the *Secure Diversionary Treatment Program (SDTP)* which are reviewed by the Regional Operations Chief of the Western Region and the *Multi-Institution Treatment Team (MITT)* and are escalated to the Psychology Associate Senior at CCS in accordance with Operating Procedure 830.5, *Transfers, Institution Reassignments*
- 6. When the final level of approval has acted on the classification action, the Facility Unit Head, or designee, will ensure that all classification actions are properly documented in VACORIS, and that the offender receives a copy of appropriate classification documents on which the final approval authority's decision has been recorded in accordance with this operating procedure and the appropriate procedure governing the classification action involved.

D. Program Assignment Reviews

- 1. Classification actions, which require Program Assignment Reviews only:
 - a. Outside work classification and reclassification

- b. Job assignments and removals, including outside perimeter assignments (see Operating Procedure 841.2, *Offender Work Programs*)
 - c. Treatment Program assignments and removals (except SORT and Cognitive Therapeutic Community Programs), Academic/Vocational assignments and removals, Re-Entry Case Plan reviews
2. Appointment of the Program Assignment Reviewer - The Facility Unit Head will designate at least one staff member who is impartial regarding the classification matter and the case being reviewed to serve as the Program Assignment Reviewer (PAR). This employee must be Pay Band 4 or above.
 3. Responsibilities of the Program Assignment Review Participants:
 - a. Program Assignment Reviewer (PAR)
 - i. Ensures there is a docketing procedure that provides that all cases are eligible for review and are heard within applicable time limits
 - ii. Ensures that a hearing docket is maintained
 - iii. Ensures the review is conducted in compliance with established procedures, reviews, and rules on offender requests to attend the review
 - iv. Reviews the offender's record and all documentation submitted for the review, and may ask questions of all persons present during the hearing in order to assist in making a recommendation in the case
 - v. Considers COMPAS needs scores for counseling service program assignments
 - vi. Ensure all recommendations are fair and impartial, and based upon the facts presented
 - b. Counselor - Ensures the offender is eligible for the type of review requested and action recommended. The counselor should advise the offender prior to the hearing of the reasons for, purpose of, and possible results of the hearing, and of the offender's opportunity to request to attend the hearing. The counselor presents relevant facts, and may recommend alternative courses of action at the review.
 - c. Offender - The offender is not required to attend a Program Assignment Review Hearing. If an offender wishes to attend, they should verbally or in writing notify the counselor prior to the scheduled hearing. The decision of whether to allow the offender to attend rests with the PAR.
 4. Program Assignment Review Hearing Requirements:
 - a. Each institution may maintain a Classification Hearing Docket to document cases reviewed as specified in this operating procedure.
 - i. [*Classification Hearing Docket DOC-11F*](#) 830_F1 is provided as a model, but each institution is encouraged to modify and develop a *Classification Hearing Docket* to meet institutional needs. Individual offender notification of PAR actions may be accomplished using forms developed by the institution.
 - ii. For job assignment actions, the [*Facility Job Assignment Docket*](#) 841_F6 and the [*Offender Work Program Job Application*](#) 841_F5 should be used.
 - b. Program Assignment Review Hearings are informal hearings.
 - i. The offender should be made aware of the purpose of the hearing, but advance notification is not required.
 - ii. If the offender desires to be present, the PAR may permit the offender to be present.
 - c. When the review concerns the involuntary removal of the offender from a job, educational, or program assignment, there should be a written or verbal statement from the person requesting the removal that provides the reason for the removal, and the offender should be provided the opportunity to be present and make a statement.
 - d. If the offender is present at the hearing, the PAR should inform the offender of the decision or recommendation at that time. Offenders that are not present should be advised of the decision either verbally or in writing.
 - e. Upon final action by the appropriate approving authority, the action should be entered into

VACORIS; a copy of the appropriate review form reflecting the PAR's recommendation and the final decision by the appropriate approving authority will be provided to the offender.

5. Approval of Program Assignment Reviews:

- a. All PAR hearings are reviewed and acted on by a staff person as designated below, who will approve, disapprove or "no action" the case. No Action cases should be remanded to the Assistant Superintendent/Institutional Program Manager for further review. Comments and reasons for all disapprovals will be documented on the respective forms. The Facility Unit Head or designee will ensure copies of all classification paperwork are distributed.
- b. The Facility Unit Head is the sole and final authority for approving/disapproving PAR recommendation for outside work assignments and must personally approve all work assignments outside the perimeter (may only be delegated to Assistant Facility Unit Head for Work Centers). (see Operating Procedure 841.2, *Offender Work Programs*)
- c. PAR recommendation for work assignments inside the designated security perimeter but outside the housing unit must be approved by the Chief of Security.
- d. The Facility Unit Head may designate one or more supervisory staff to be the final authority for approving/disapproving all other PAR work assignment recommendations. This designated staff person will not be the same individual who served as the PAR for the case being acted upon.

E. Offender Initiated Review of Progress (4-4303)

1. It is the responsibility of the offender to initiate the request for an Interim Review by completing an offender request identifying exactly why an interim review is warranted.
2. The counselor should make a recommendation and give justification to support their recommendation and forward the request to the ICA for consideration.
3. The recommendations for an Interim Review should generally be based on the following criteria:
 - a. Confirmed procedural errors in the previous Annual Review
 - b. An erroneous calculation of the offender's security level and/or good time award scores
 - c. Status change resulting from an expunged institutional infraction, detainer, or other administrative action
 - d. Completion of programmatic activities of long standing duration (i.e. offender receives GED after repeated attempts)

F. CCS Authority

In circumstances in which it is deemed necessary for the well-being of the DOC, offenders may be administratively approved for security level changes and/or institution reassignment by Central Classification Services based on appropriate consideration in the absence of a PAR or ICA hearing.

G. Appeal Process

1. The Facility Unit Head or designee may appeal CCS decisions to the Director of Offender Management Services by submitting an appeal electronically or in writing, including specific, detailed justification as to why CCS's decision should be amended.
2. All classification decisions may be appealed through the *Offender Grievance Procedure*. The Director of Offender Management Services is the appellate authority for all classification decisions.

V. REFERENCES

Operating Procedure 020.2, *Compact for Interstate Transfer of Incarcerated Offenders*

Operating Procedure 720.4, *Co-Payment for Health Care Services*

Operating Procedure 830.2, *Security Level Classification*

Operating Procedure 830.3, *Good Time Awards*

Operating Procedure 830.5, *Transfers, Institution Reassignments*
Operating Procedure 830.6, *Offender Keep Separate Management*
Operating Procedure 841.2, *Offender Work Programs*
Operating Procedure 841.3, *Offender Religious Programs*
Operating Procedure 866.1, *Offender Grievance Procedure*

VI. FORM CITATIONS

[Classification Hearing Docket DOC-11F](#) 830_F1

[Offender Work Program Job Application](#) 841_F5

[Facility Job Assignment Docket](#) 841_F6

VII. REVIEW DATE

The office of primary responsibility shall review this operating procedure annually and re-write it no later than three years after the effective date.

Signature Copy on File

4/28/17

A. David Robinson, Chief of Corrections Operations

Date