



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

POLICY

APPLICABILITY
PRISON/WORK RELEASE
OFFENDER/SPANISH MANUALS

REVISION DATE
8/12/19

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NUMBER
DOC 300.380

TITLE
**CLASSIFICATION AND CUSTODY FACILITY PLAN
REVIEW**

REVIEW/REVISION HISTORY:

Effective: 7/1/89	Revised: 10/4/07 AB 07-025
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Revised: 5/8/02	Revised: 3/7/18
Revised: 12/24/04	Revised: 1/1/19
Revised: 11/26/06	Revised: 8/12/19
Revised: 1/9/07 AB 07-001	

SUMMARY OF REVISION/REVIEW:

Attachment 1, and V.A.4.a. - Adjusted language for clarification
1, I.F.1., V.A.1.e., V.D.1.a.2), VI.E.-G., VII.B.8., and VII.B.10 - Added language for clarification
I.D. - Removed language for clarification
Removed IV.C.1.d. that a Plan Change review will be conducted 4 months before the ERD for Prison DOSA offenders.
Removed V.A.4.a.1) that and existing ICE detainer will result in a loss of 2 points
V.B.1., V.D.1.b., V.D.2.b.3) b), V.D.3.c., and VIII.A.5 - Removed language for clarification
Added V.B.1.a. that after the 2 year mandatory period offenders sentenced to LWOP may only be promoted and approved for transfer by the HCSC
Added V.D.4. that MIG custody will be assigned to offenders who are participating in Graduated Reentry
Added VI.C.2. that the Headquarters Classification Unit may consult with the Headquarters Special Investigative Services Unit for placement
Added VII.B.4. that HCSC review is required when a recommendation is submitted to promote the custody level of an offender sentenced to LWOP
Added Escape History to Definitions


APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
Department of Corrections

7/31/19

Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A](#); [RCW 10.95.170](#); [RCW 71.24](#); [RCW 72.09](#); [DOC 300.500 Work Release Screening](#); [DOC 310.150 Reception, Initial Classification, and Custody Facility Plan](#); [DOC 320.250 Maximum \(MAX\) Custody Placement/ Transfer/Release](#); [DOC 320.105 Pre-Sentencing Reform Act \(PAR\) Hearings](#); [DOC 320.400 Risk and Needs Assessment Process](#); [DOC 330.600 Prisons Compact](#); [DOC 350.100 Earned Release Time](#); [DOC 350.270 Extraordinary Medical Placement](#); [DOC 350.300 Mutual Re-Entry Program](#); [DOC 490.820 Prison Rape Elimination Act \(PREA\) Risk Assessments and Assignments](#); [DOC 610.110 Transfer of Offenders for Health Reasons](#); [DOC 630.500 Mental Health Services](#); [Mental Health Transfer Procedure](#)

POLICY:

- I. Classification is the management tool used to assign offenders to the least restrictive custody designation that addresses programming and other needs, while providing for the safety of personnel, the community, and offenders.
- II. The classification process provides for graduated release through a systematic decrease in supervision and corresponding increase in offender responsibility and reentry into the community. The process is designed to encourage offender participation in work, education, treatment, and other evidence-based programs.


DIRECTIVE:

- I. General Requirements
 - A. Initial classification, including scoring factors for Initial Custody Designation (ICD), will be conducted per DOC 310.150 Reception, Initial Classification, and Custody Facility Plan.
 - B. Classification reviews will determine custody designation, program needs and expectations, facility placement, and are documented in the Custody Facility Plan (CFP) in the electronic file.
 1. Reviews will be considered timely if completed within 30 days before or after the Next Review Date (NRD).
 2. Offender Release Plans and family need issues will be considered when determining facility placement.
 - C. Classification committees and reviews will include multidisciplinary participation from health services/mental health, work programs, intelligence and

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investigations, and other employees/contract staff involved in the offender's supervision/treatment when required by law or indicated in this policy.

- D. The Classification and Case Management Administrator/designee will chair Headquarters Classification Unit reviews (e.g., Headquarters Community Screening Committee (HCSC), Washington State Penitentiary Baker/Adams/Rainier units) and be responsible for making final decisions.
- E. For classification purposes, convictions for any offense classified as attempted, conspiracy, or solicitation will be treated the same as a conviction for the offense itself.
 - 1. A copy of the conviction criminal history record can be purchased from the Washington State Patrol by completing [Washington State Patrol Request for Conviction Criminal History Record](#).
- F. The ICD will not be promoted for a period of 6 months for offenders within 5 years of their Earned Release Date (ERD), or for a period of 12 months for offenders with 5 years or more to their ERD, calculated from the Department time start.
 - 1. Custody will be promoted if the closure of a detainer, changes in an offender's health needs, or new criminal conviction information reveals the offender is eligible for a Level 2 facility or Work/Training Release.
- G. Case managers will complete a Single Cell Screening in the electronic file if s/he becomes aware one has not been completed or the offender has committed murder, aggravated assault, or documented rape of another individual who was assigned to his/her cell/room/dorm.
- H. Offenders may be referred for Maximum (MAX) custody assignment per DOC 320.250 Maximum Custody Placement/Transfer/Release, regardless of custody level.
 - 1. Offenders sentenced to the death penalty will be housed in MAX custody in the Intensive Management Unit (IMU) at WSP or Washington Corrections Center for Women (WCCW).
 - a. Custody will not be promoted without Secretary approval and will not be less restrictive than Close.
- I. An offender may request to review his/her progress or program status from the assigned case manager, who will determine if further action is necessary.

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II. Incoming Screening Committee

- A. Prisons that receive transfer manifests and Prisons that receive transfers from out-of-state will establish an incoming screening committee to review and evaluate incoming offenders, except routine transfers in Reception Diagnostic Centers (RDCs), MAX custody, and between IMUs.
 1. At a minimum, committee membership will be multidisciplinary and include the following or their designees:
 - a. Correctional Program Manager (CPM),
 - b. Captain or Chief Security Officer,
 - c. Health Services Manager,
 - d. Mental Health therapist, and
 - e. Intelligence and Investigations employee.
- B. Committee members will review each offender on the transfer manifest before s/he arrives at the receiving facility. The screening will include, at a minimum:
 1. Work programming,
 2. Needs evaluation information, and
 3. Safety/security concerns that may impact housing or programming,
 4. History of predatory violence and/or predatory sexual offenses,
 5. History of medical and/or mental health conditions that affect housing or programming or require immediate referral for medical/mental health services, and
 6. Prison Rape Elimination Assessment (PREA) information per DOC 490.820 Prison Rape Elimination Act (PREA) Risk Assessments and Assignments.
- C. Reviews will be documented on the Incoming Transport/Job Screening Checklist in the electronic file.
 1. Before the offender's scheduled arrival date, the receiving facility will complete the Classification Review, STG/Protection/Threat Concerns, Medical Concerns, and Mental Health Concerns sections.
 2. Within 30 days after the offender's arrival, the receiving facility will complete the Work/Volunteer and Summary sections.
 3. Transfers from MAX custody to general population at the same facility will have the Incoming Transport/Job Screening Checklist completed within 3 days of transfer.

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D. The CPM, Captain, Chief Security Officer, or higher rank will finalize the Incoming Transport/Job Screening Checklist.

III. Facility Risk Management Team (FRMT)

- A. Classification reviews will be initiated by the case manager through an FRMT to address custody designation and transfers (i.e., targets), program expectations, offender needs, and facility placement recommendations. Offender privileges (e.g., visiting, Extended Family Visits, recreation, escorted leave) may also be addressed.
1. A multidisciplinary FRMT must review all work program referrals, custody promotions, and any FRMT activities for offenders housed in mental health Residential Treatment Units.
 2. FRMT members may use the [Facility Risk Management \(FRMT\) Multidisciplinary Team \(MDT\) Job Aid](#) in their reviews.
- B. Participating team members will be documented in the Disciplines section of the CFP. The FRMT will include, at a minimum:
1. The offender, unless s/he waives participation,
 2. The assigned case manager,
 3. The Correctional Unit Supervisor (CUS)/Community Corrections Supervisor (CCS), and
 4. A custody/security representative, for classification reviews conducted in Prisons.
- C. An FRMT is only considered multidisciplinary when one or more of the following disciplines are included as members when relevant to the offender:
1. Current or proposed work program supervisor for decisions related to work programs.
 2. Medical professional for offenders with a specific medical related PULHESDXTR “P” code of 4 or higher.
 3. Mental health therapist/designee, for offenders with a PULHESDXTR “S” code of 3 or higher and/or “H” code of 4.
 4. ADA Coordinator for offenders with a PULHESDXTR “L” or “X” code of 3 or higher or an “E” code of 2 or higher.



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- 5. Other program area supervisors who have direct supervision of the offender's activities and knowledge of the offender's behavior.
 - 6. Additional mental health and/or other employees/contract staff may be included to provide general input about areas of potential risk based on history for offenders with a documented history of predatory violence or predatory sexual offending.
- D. DOC 05-794 Classification Hearing Notice/Appearance Waiver will be provided to the offender at least 48 hours before the review, unless prevented by security or other substantial reasons.
- 1. The offender will be encouraged to attend the meeting.
 - a. If the offender declines to participate, the case manager will document the reason in the Recommendations section of the CFP.
- E. Any concerns regarding work programs, treatment, education, evidence-based programs, or other activities presented after reviewing the offender's PREA Risk Assessment will be documented in the Summary/Statement field in the Classification Review section of the Incoming Transport/Job Screening Checklist, including any applicable mitigation strategies.
- F. Decisions and/or recommendations will be documented in the Recommendations section of the CFP.

IV. Custody Facility Plans

- A. In addition to classification reviews, CFPs may be used for purposes identified in the [Custody Facility Plan Job Aid](#) and should be completed within 30 days from the date initiated, unless submitted to the Headquarters Classification Unit for approval (e.g., Mutual Reentry Plan, International Treaty Transfer).
- 1. Recommendations for custody promotions must be submitted as a Plan Change Review.
 - a. If an administrative segregation override is used, a Plan Change Review must be completed within 30 days of release from segregation.
 - 2. Custody will only be demoted one level at a time (e.g., Medium demotes to Close), unless an override is approved.



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3. If an offender is not targeted for custody promotion, the CFP will include an explanation.
 4. All changes in custody or transfer recommendations must be approved by the CCS/Superintendent or designee at the CPM level or higher rank.
- B. During each classification review, the case manager will:
1. Update earned release time and establish good conduct time restoration plans per DOC 350.100 Earned Release Time.
 2. Assess compliance with the Drug Offender Sentencing Alternative (DOSA) program for DOSA offenders using DOC 07-038 Drug Offender Sentencing Alternative Compliance Review.
 3. Update/enter programming points. Offenders housed in RDCs will not lose programming points. Points will not be awarded during a given month:
 - a. Before the Department time start.
 - b. For any month earned time was not received.
 - c. If found guilty for a 557, 745, or 810 infraction.
 - d. If placed in segregation for 20 days or more in the same month for misconduct or unverifiable protection concerns.
 - e. If out to court for 20 days or more in the same month.
 - 1) The offender will be eligible for programming points once returned from court.
 4. Correct any Custody Review Score (CRS) errors from previous CFPs.
- C. Plan Change Reviews
1. Plan Change reviews will be used to document an offender's compliance with the current CFP and conducted:
 - a. Annually on the anniversary of the Department time start for offenders sentenced to Life Without Parole (LWOP).
 - b. Annually on the anniversary of the ERD for offenders 5 years or more to their ERD.
 - c. Every 6 months, or as targeted in a previous CFP, for offenders within 5 years of their ERD.

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d. Anytime an unscheduled custody or facility placement change is indicated or recommended.

2. DOC 13-457 Intellectual Disability Review will be completed for Prison offenders identified as intellectually disabled by the Department of Social and Health Services' Developmental Disabilities Administration.

3. Within 12 months of the ERD, the case manager will refer to the [Custody Facility Plan Job Aid](#) for guidance to complete a Reentry Plan in conjunction with the Plan Change Review.

V. Custody Level Designation and Eligibility

A. Custody level designation will be based on the CRS. Deviations from the CRS require an override. A CRS will be calculated based on:

1. Current custody level placement points assigned as follows:

- a. 0 points - MAX
- b. 2 points - Close
- c. 5 points - Medium
- d. 10 points - Minimum (i.e., MI3, MI2, MI1)
- e. 15 points - MI1 currently housed in a Work/Training Release

2. Infraction behavior,

a. Offenders may receive a loss of up to 20 points and may lose points if they have received a guilty verdict for an infraction as follows:

- 1) Category A infractions will result in a loss of 20 points for a period of 24 months.
- 2) A 633 and/or 704 infraction will result in a loss of 15 points for a period of 12 months. All other category B infractions will result in a loss of 10 points for a period of 6 months.
- 3) Category C or D infractions will result in a loss of 5 points for a period of 6 months.

b. Infractions resulting in a loss of 20 or more points during a review period require evaluation for custody demotion. The CRS will only be calculated based on the current custody level to initiate an FRMT review.



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3. Program behavior,
 4. Detainers, and
 - a. Offenders will receive a loss of 10 points for any felony detainer.
 5. Escape history.
 - a. Offenders may receive a loss of up to 15 points and may lose points for escape history as follows:
 - 1) Within 2 years will result in a loss of 15 points.
 - 2) Between 10 years and 2 years and 1 day will result in a loss of 5 points.
- B. Close Custody: CRS 0-39
1. Unless otherwise approved by the Secretary/designee, a minimum of 2 years Close custody will be assigned for offenders committed for Murder 1 or sentenced to LWOP.
 - a. After the 2 year mandatory period, offenders sentenced to LWOP may only be promoted and approved for transfer by the HCSC.
 2. Offenders convicted of Murder 2 will be assigned Close custody for one year from the Department time start.
 3. Offenders assigned an ICD of Close custody and have more than 7 years to their ERD may only be promoted to Medium custody at the next regularly scheduled review.
- C. Medium Custody: CRS 40-55
1. All Medium custody recommendations and facility placements for LWOP offenders require multidisciplinary FRMT recommendation and approval from the Headquarters Classification Unit.
 - a. Once promoted, a Plan Change Review is required any time an offender is found guilty of a serious infraction.
 2. Out-of-State Boarders may not be assigned to a less restrictive custody than Medium without written approval from the sending state through the Classification and Case Management Administrator/designee.

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D. Minimum Custody: CRS 56 and above

1. Minimum Custody MI3

a. MI3 custody will be assigned to offenders who score Minimum and:


- 1) Have more than 4 years to their ERD.
- 2) Have less than 4 years to their ERD, and whose medical, dental, and/or mental health needs exceed the resources available at a Level 2 facility or Work/Training Release.
- 3) Are under Indeterminate Sentence Review Board (Board) jurisdiction with a life maximum term and have not yet been found conditionally eligible for parole/release.
- 4) Have less than 4 years to their ERD and any of the following felony warrants documented in the electronic file:
 - a) In-state County Detainer that has been formally filed
 - b) Detainer from out-of-state within extradition limits and has been formally filed
 - c) Immigrations and Customs Enforcement detainer
 - d) Federal detainer
 - e) Pending felony detainer copy
 - f) Juvenile detainer
- 5) Have less than 4 years to their ERD and have been referred for civil commitment as a result of the End of Sentence Review Committee process.

b. LWOP offenders will not be assigned MI3 unless recommended by a multidisciplinary FRMT and approved by the Headquarters Classification Unit and the Assistant Secretary for Reentry/designee.


- 1) Once promoted, a Plan Change Review is required any time an offender is found guilty of a serious infraction.

c. Board offenders with a life maximum term will be assigned MI3 if they score Minimum custody and have not yet been found conditionally eligible for parole/release.

2. Minimum Custody MI2


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- a. MI2 custody will be assigned to offenders who score Minimum and:
 - 1) Have 4 years or less to their ERD.
 - 2) Are under Board jurisdiction and are:
 - a) Within 4 years of their statutory Maximum Expiration Date or have been found conditionally eligible for parole/release,
 - b) Recommended by the multidisciplinary FRMT, and
 - c) Approved by the HCSC.
 - b. Regardless of sentence structure, offenders may be referred for early placement at a Level 2 facility using a Long Term Minimum override for medical purposes if the following are met:
 - 1) A written summary supporting the medical need for Long Term Minimum placement,
 - 2) Multidisciplinary FRMT recommendation, and
 - 3) Approval from the:
 - a) HCSC,
 - b) Assistant Secretary for Reentry/designee, and
 - c) Assistant Secretary for Health Services/designee.
 - c. Offenders committed for Murder 1 may only be assigned MI2 through an approved mutual reentry plan per DOC 350.300 Mutual Re-Entry Program, or a Long Term Minimum override approved by the HCSC and Assistant Secretary for Reentry/designee.
 - 1) Notification detainers will not prohibit MI2 assignment.
3. Minimum Custody MI1
 - a. MI1 custody will be assigned to offenders who score Minimum and:
 - 1) Are within 6 months of release,
 - 2) Meet the admission criteria per DOC 300.500 Work Release Screening,
 - 3) Have served any mandatory minimum term of confinement per RCW 9.94A.533 or RCW 9.94A.540,

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- 4) If currently committed for Murder 1, have a mutual reentry plan per DOC 350.300 Mutual Re-Entry Program, and
 - 5) Be approved through the Mental Health Transfer Procedure for a PULHESDXTR "S" code of 3 or higher.
4. Minimum Custody MIG
 - a. MIG custody will be assigned to offenders who are:
 - 1) Being placed in a Work/Training Release as a participant in Graduated Reentry, and
 - 2) Are between 6 and 12 months to the ERD.
 5. Offenders with a current or prior offense listed below may only be assigned MI2 or MI1 by the HCSC:
 - a. Murder 1 and 2
 - b. Assault 1
 - c. Assault of a Child 1 and 2
 - d. Homicide by Abuse
 - e. Kidnapping 1 and 2
 - f. Manslaughter 1 and 2
 - g. Rape 1 and 2
 - h. Attempt/Criminal Solicitation of Rape 1 and 2
 - i. Rape of a Child 1 and 2
 - j. Child Molestation 1 and 2
 - k. Indecent Liberties with Forcible Compulsion
 - l. Incest
 - m. Assault 2 with Sexual Motivation
 - n. Arson 1
 6. Offenders scoring Minimum custody who are within 4 years of their ERD and were previously referred for civil commitment as a Sexually Violent Predator may only be assigned MI1/MI2 by the HCSC.
 7. Offenders who committed other sexually motivated offenses will be referred to the HCSC for Minimum custody assignment if, after review of the criminal descriptions or plea bargain agreement, the multidisciplinary FRMT or the Headquarters Classification Unit requests higher review.

VI. Facility Assignment and Transfer

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- A. Placement of offenders will be consistent with Department needs and:
1. Address safety and security issues, including facility prohibitions and offender separations.
 2. Meet requirements of the offender’s custody level designation and health service’s needs.
 3. Comply with DOC 610.110 Transfer of Offenders for Health Reasons.
 - a. Headquarters will not transfer an offender to a facility where s/he has medical or mental health conflicts unless both the sending and receiving facilities have reviewed and approved the offender as appropriate, and documented in the CFP.
 - b. Offenders with a PULHESDXTR “S” code of 3 or higher transferring to general population from one facility to general population at another will be conducted as follows:
 - 1) The assigned case manager will contact the Headquarters Classification Unit to confirm eligibility and identify a receiving facility, then notify the offender’s mental health therapist.
 - 2) The Mental Health therapist will notify the mental health therapist at the receiving facility using DOC 13-465 Mental Health Transfer Screening.
 - 3) When all signatures have been obtained, the case manager will document the transfer request by updating the CFP.
 - c. Offenders transferring to/from a mental health Residential Treatment Unit will be transferred per DOC 630.500 Mental Health Services.
 - d. Transfers into/between segregation or an IMU do not require completion of DOC 13-465 Mental Health Transfer Screening or Mental Health Transfer Procedure.
- B. The following will be considered when making facility placement recommendations and decisions:
1. Programming to address risk/needs, crime-related and other disruptive behaviors, and court-ordered treatment requirements,



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- a. Offenders currently in substance use disorder treatment should not transfer until s/he has completed their current level of care.
 - 2. The offender’s sentence and time left to serve, and
 - 3. Input/recommendations from Special Investigative Services.
- C. Transfers will be approved by the Headquarters Classification Unit and are final.
- 1. The receiving facility’s Superintendent/CCS/designee may contact the Headquarters Classification Unit if there are concerns based on new information or a belief that an error has been made.
 - a. The Classification and Case Management Administrator/designee will resolve the dispute or refer the case to the HCSC.
 - 2. The Headquarters Classification Unit may consult with the Headquarters Special Investigative Services Unit for placement of offenders involved in/suspected of being a member or affiliate of a Security Threat Group (STG) or participating in STG activities.
- D. Offenders will not be transferred to a same custody level facility within 12 months of arrival at the current location except:
- 1. For safety, security, and protection reasons,
 - 2. Significant medical, mental health, and/or program needs on a case-by-case basis, or
 - 3. Transfers from WCCW to Mission Creek Corrections Center for Women (MCCCW).
- E. Offenders within 60 days of release will not be transferred or targeted for transfer except:
- 1. For RDC offenders,
 - 2. For custody demotion,
 - 3. For safety, security, and protection reasons,
 - 4. For significant medical, mental health, and/or program needs,
 - 5. Within the facility/complex, and
 - 6. Approved by the sending and receiving facility to assist in reentry/transition of high risk offenders, including Work/Training Release placement for offenders without community resources once released,

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F. Other than transfers to Work/Training Release, offenders who refuse a facility transfer will be issued a 745 infraction and given other transfer opportunities until the CRS no longer allows placement at the intended custody level.

1. Overrides will only be used to maintain an offender's custody level for those refusing Work/Training Release placement.

G. Transfer orders for offenders classified as Minimum custody and who have been approved for Work/Training Release may be completed before the Work/Training Release eligibility date to allow appropriate victim/witness notification.

1. The bed date may not be more than 180 days before the ERD.

2. Upon notification of a finalized transfer order, the case manager will update the CFP to reflect MI1 before the callout date, provided the offender remains eligible.

VII. HCSC Review, Overrides, and Holds

A. All referrals to the HCSC must be submitted as a Plan Change Review, including recommendations from the multidisciplinary FRMT.

B. HCSC review is required when:

1. A recommendation is submitted to the Board to conduct a disciplinary or .100 Hearing per DOC 320.105 Pre-Sentencing Reform Act (PAR) Hearings.

2. A Prisons Compact transfer is requested per DOC 330.600 Prisons Compact.

3. A Mutual Reentry Plan request is submitted per DOC 350.300 Mutual Re-Entry Program.

4. A recommendation is submitted to promote the custody level of an offender sentenced to LWOP.

a. HCSC review is not required to maintain a custody level previously assigned by the HCSC when there are no new serious infractions.

5. Custody recommendations are submitted requesting a HCSC Community Risk (HCR) override for public safety and/or notoriety of the offense.



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6. An Extraordinary Medical Placement is requested per DOC 350.270 Extraordinary Medical Placement.
 7. Directed by the Headquarters Classification Unit.
 8. DOC 02-249 Request for Denial of Work/Training Release Placement is submitted and has not been addressed per DOC 300.500 Work Release Screening.
 9. The HCSC previously assigned a more restrictive custody during the current period of confinement than what is being requested.
 10. The HCSC previously prohibited placement at a Level 2 facility or Work/Training Release.
 - a. Prohibition based on the prior/current period of confinement remains applicable until closed by the HCSC.
 11. An HCSC Mental Health (HMH) override is requested to assign a more restrictive custody based on the offender's needs for mental health services.
- C. Offenders assigned a HCSC Pending (HPD) override at an RDC will have their classification referred to the HCSC at the next scheduled classification review.
- D. Overrides
1. Overrides may be requested when documented behavior, medical, dental, mental health, program needs, or detainers indicate it is appropriate to:
 - a. Assign a custody level other than what is indicated by the CRS, or
 - b. Promote/demote custody.
 2. The current CFP will be updated to document the override request(s).
 3. Authorized override codes and approving authority for each are identified in Override Reasons/Decisions for Custody Assignments (Attachment 1).
- E. Holds
1. A hold may be placed in the electronic file when an offender is temporarily ineligible for transfer and must include a "Hold Until" date that should not exceed 90 days.

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2. The case manager will monitor facility holds and recommend extending or closing holds as appropriate.
3. The CPM will monitor facility holds and ensure they are reviewed and extended or closed, as appropriate, and in a timely manner.
4. Holds placed by Health Services may only be closed by appropriate health services employees/contract staff related to the hold.
5. The following will be considered when placing a program hold:
 - a. If the program is intended to address a moderate or high need identified as the result of the risk and needs assessment per DOC 320.400 Risk and Needs Assessment Process, and the Risk Level Classification (RLC) is higher than Lower Felony Risk (L),
 - b. Time remaining to ERD,
 - 1) Offenders within 6 months of an eligibility date for MI2/MI1 custody should not be placed into vocational/work programs that require him/her to remain at the current facility.
 - 2) Second Chance Education/Pell Grant holds entered by the Educational Services Administrator will be honored.
 - c. Availability of the program at other facilities,
 - d. Whether the program is open entry/open exit, and/or
 - e. Priority based on referrals.

VIII. Appeals

- A. Offenders may appeal to the:
 1. Superintendent/CCS at the facility where the decision was made for classification decisions made at the facility.
 - a. The Superintendent/CCS decision is final.
 2. Classification and Case Management Administrator/designee for Headquarters Classification Unit decisions.
 3. Secretary/designee for Prisons Compact transfer decisions.

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4. Assistant Secretary for Prisons/designee for MAX Custody Committee decisions.
 5. Assistant Secretary for Reentry/designee for HCSC custody decisions.
- B. Appeals must be submitted using DOC 07-037 Classification Appeal within 72 hours of being notified of the decision.
1. Facility placement decisions cannot be appealed.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Escape History. Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

[Override Reasons/Decisions for Custody Assignments \(Attachment 1\)](#)

DOC FORMS:

- [DOC 02-249 Request for Denial of Work Release Placement](#)
- [DOC 05-794 Classification Hearing Notice/Appearance Waiver](#)
- [DOC 07-037 Classification Appeal](#)
- [DOC 07-038 Drug Offender Sentencing Alternative Compliance Review](#)
- [DOC 13-457 Intellectual Disability Review](#)
- [DOC 13-465 Mental Health Transfer Screening](#)