AGENCY DIRECTIVE

Title: **Initial Security Classification**	Agency Directive Number: **DPDS.100.0001**
Related MD Statute/Regulations: Correctional Services Article, §§ 3-601 and 5-201(c), Annotated Code of Maryland; and COMAR 12.02.07	Supersedes: DPDS.100.0001 dated June 20, 2008
	Approved By: *Pat Goins-Johnson* **Patricia Goins-Johnson** Executive Director, Field Support Services
Related ACA and MCCS Standards: ACA 4-ALDF-2A-30 MCCS .06.A and B, .07.A and B	
Related Directives: DPDS.100.0010 – Security Reclassification	Issued Date: September 28, 2018 Effective Date: October 1, 2018
Variance: No facility directive is necessary to implement and comply with this directive.	Number of Pages: 4

Michael R. Resnick
Commissioner
Division of Pretrial and
Detention Services

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.01 Purpose.

This directive establishes policy for conducting the initial security classification of inmates under the authority of the Division of Pretrial Detention and Services (DPDS).

.02 Scope.

This directive applies to all units responsible for the classification, custody, and security of an inmate under the authority and control of the DPDS Commissioner.

.03 Policy.

A. All Units of the Department shall protect Constitutional guarantees, and the statutory and regulatory rights of an inmate when conducting an initial security classification. Inmates shall not be classified or housed by race, color, creed, or national origin.

B. DPDS shall classify inmates to the least restrictive security level consistent with the inmate's needs, public safety, and the safe and orderly operation of the facility.

C. DPDS inmates with similar security levels shall be housed together in environments appropriate to their security level.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

(1) "Admission" means the commitment of an arrestee to the custody of DPDS by a judge at a bail review hearing.

(2) "Child abuse conviction" means a violation of a criminal statute where the victim is under the age of 18 and includes:

    (a) Sexual abuse offenses under Criminal Law Article, §§ 3-303 through 3-324; and § 3-602;

    (b) Physical abuse offenses under Criminal Law Article, §§ 2-201 through 2-207; 3-202 and 3-203; and 3-601; or

    (c) A crime committed in another state that, if committed in this state constitutes, a crime under § .04B(2)(a) and (b) of this directive.

(3) Correctional Facility.

    (a) "Correctional facility" has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland.

    (b) "Correctional facility" includes a:

        (i) Detention facility;

        (ii) Pre-release facility; and

        (iii) Maintaining facility.

(4) Inmate.

    (a) "Inmate" has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland: "[An] 'Inmate' means an individual who is actually or constructively detained or confined in a correctional facility."

    (b) "Inmate" includes an individual in pre-trial, pre-sentenced (post guilty finding but before sentencing), or post-sentenced status.

    (c) "Inmate" includes the terms detainee and resident.

    (d) "Inmate" does not include the term arrestee.

(5) "Jail admission score" means:

    (a) Any admission to a pre-trial facility, whether or not that admission resulted in the detainee or inmate being committed, including the current admission; and

    (b) Section 6 of the DPDS Initial Classification Form.

(6) "Managing Official" has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland and includes a facility administrator, director, warden, or other individual responsible for the management of a correctional facility.

(7) "Score" means the points assigned to one or more of six (6) risk factors identified in the DPDS Initial Classification Form.

.05 Procedure.

A. Classification Generally.

(1) The classification process is an objective method used to identify and categorize inmates.

(2) The initial classification decision is not subject to appeal or the administrative remedy process.

(3) When conducting an initial security classification, a case management specialist shall consider risk factors that include, but are not limited to:

   (a) Current offense;

   (b) Prior criminal history;

   (c) Prior institutional behavior;

   (d) Age at the time of admission;

   (e) Length of sentence (if applicable);

   (f) Medical and mental health history;

   (g) Jail admission score; and

   (h) Any other relevant factors.

(4) Newly admitted inmates shall:

   (a) Be housed pending medical clearance and orientation;

   (b) Be moved to permanent housing within 72 hours of admission, unless medically contraindicated;

   (c) Receive an initial security classification within 15 business days of admission;

   (d) Receive a Notification of Case Management Action Form (Appendix 3) documenting the security classification decision within 5 business days of completing the initial classification.

(5) Custody staff shall complete inmate orientation in accordance with established procedures.

B. Initial Security Classification.

(1) Pre-trial Status.

   (a) Within 15 business days of a pre-trial inmate's admission to a DPDS correctional facility, a case management specialist shall:

      (i)   Review all available information and records, as described in Appendix 2, to identify risk factors;

      (ii) Complete an initial security classification utilizing the DPDS Initial Classification Form (Appendix 1 – page 1); and

      (iii) Recommend a Population Assignment and Security Level based on the Total Security Score based on the Security Scale (Appendix 1 – page 2).

    (b)   If recommending an override of the scored security level, a case management specialist shall:

      (i)   Provide a written rationale for the override on Appendix 1 – Page 2; and

      (ii) Submit all forms, records, documentation, and recommendations to the case management specialist supervisor.

(2) Post-Sentence Status.

    (a)   A sentenced inmate with less than 180 days to serve at the time of admission may automatically be classified to Low Security using the Automatic Security Level Change in OCMS if the inmate has:

      (i)   No scoreable detainers or open charges;

      (ii) Never been sentenced for child abuse conviction; or

      (iii) Never been found guilty of escape.

    (b)   A sentenced inmate with less than 180 days to serve at the time of admission may be automatically classified to Medium Security using the Automatic Security Change in OCMS if the inmate has:

      (i)   Never been sentenced for child abuse conviction; or

      (ii) Never been convicted of escape.

.06   Attachments.

Appendix 1 — DPDS Initial Classification Form and Security Scale

Appendix 2 — DPDS Initial Classification Form Instructions

Appendix 3 — DPDS Review and Notification Form

.07   History.

A. This Agency Directive supersedes the Pretrial Detention and Services Directive Number 100-1, dated June 20, 2008.

B. This directive supersedes provisions of any other prior existing communication with which it may be in conflict.

.08   Correctional Facility Distribution Code.

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