

CAPTAIN L P NOLEN
MASTER COPY

IN THE UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF GEORGIA
ATLANTA DIVISION

FILED IN CLERK'S OFFICE
U.S.D.C. - Atlanta

DEC 7 1992

LUTHER D. THOMAS, Clerk
By: *[Signature]* Deputy Clerk

JOHN RHODES, individually
and on behalf of himself
and all others similarly
situated,

Plaintiffs,

v.

JOHN SEAY,
individually and in his
official capacity as Sheriff
of Cherokee County, Georgia,
and CHEROKEE COUNTY,

Defendants.

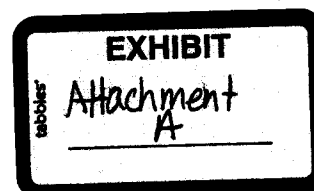
CIVIL ACTION NO.
1:91-CV-2908 - ODE

CONSENT ORDER

The instant suit is a class action of all persons who are or who will be confined at the Cherokee County Jail. This Court hereby certifies the class pursuant to Federal Rules of Civil Procedure 23.

Upon housing prisoners in its jail facility, Defendants shall comply with the following minimum requirements:

- a. Number of Inmates: No more than ¹⁴⁰ ~~125~~ inmates shall be housed in the Cherokee County Jail. ~~Ten (10) additional inmates may be housed temporarily over this limit on an emergency basis until such time as space is available.~~ Said inmates shall be housed not more than one per bed and all inmates shall be provided either a bed or cot.



[Handwritten initials]
11/11/92

b. Female Inmates: Female inmates shall be separated by sight and sound from male inmates. A female jailer shall be on duty 24 hours a day. Male guards shall not be stationed in female cell blocks. Defendants shall take immediate steps to prevent intrusive views into the cells to protect the female inmates' privacy interests. Within twenty (20) days, defendants shall inform plaintiffs' counsel of the steps taken and to be taken. If there is no agreement by the parties, the issue shall be submitted to this Court for resolution.

c. Staffing: Defendants shall have a minimum of eight (8) jailers per shift on duty at all times, at least one (1) of which shall be in each Control Center and at least two (2) of which shall be rovers. A female guard shall be used within the female cell block control rooms.

d. In-take: At the initial in-take of each inmate, the inmate shall be required to shower if going to general population or the clothing on person is physically dirty. Medical information shall be taken and any known unusual medical circumstances shall be reviewed by a physician or physician's assistant to determine whether or not special treatment and/or isolation from the rest of the jail population should be required. The following items shall be provided each inmate at intake: a jumpsuit, blanket, sheet, towel, wash cloth, soap, toothbrush, toothpaste, and razor blade. In addition, each female inmate shall receive necessary female hygiene items.

e. Restraint: Restraint shall be used on inmates only in the

time of emergencies and never for disciplinary purposes. The Defendants shall adopt a policy regarding restraints to be used on inmates. This policy shall provide that inmates who begin to exhibit such self-destructive behavior as could cause themselves serious bodily injury may be restrained by the use of interconnected handcuffs, waist chains, and/or leg irons. Restraints of this nature shall only be allowed in one (1) designated cell; that cell shall be equipped with a video recording camera. Inmates so restrained shall be videotaped during the entire time they are restrained and such video tapes shall be maintained for two (2) years. The policy shall provide that the officer in charge of the shift must approve the use of such restraints. In addition to constant visual observation via the camera, the inmate shall be personally examined every fifteen (15) minutes by a jailer. The restraints shall be removed once the inmate ceases to exhibit signs of self-destructive behavior for a continuous period of thirty (30) minutes, but they may be re-applied if the behavior resumes. If the behavior has not ceased after six (6) hours, medical staff shall be called in for an evaluation, and the facility administrator for jail operations shall be notified.

f. Meals: Each inmate shall be provided three meals per day, which shall conform with established and accepted standards for nutrition. One meal may be a sandwich. If a caterer is used, a written agreement shall specify that the meals conform with the established standards for nutrition. Coffee, tea, milk or other

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beverage shall be provided with each meal. Breakfast shall be served prior to 9:00 o'clock a.m. and dinner shall be served at 5:00 o'clock p.m. or later. Meals other than the sandwich meal shall be hot at the time they are served. Defendant shall provide pre-packaged cheese and cracker type snacks or "Little Debbie" type snacks packages (on an alternate basis) or in-season fruits with the evening meals served to inmates and inmates shall be permitted to retain said food items for consumption at a later time within the inmate's discretion.

g. Visitation: Each inmate shall be allowed to have visitors one (1) hour three (3) times each week. Reasonable accommodation outside normal visiting hours shall be made for visitors unable because of distance or other unavailable circumstances unable to keep those normal hours. Inmates shall provide the Sheriff with a list of proposed visitors. Non-family members on said list shall be subject to approval of the Sheriff. Visits by counsel will not be restricted. A separate room will be built allowing attorney visits with inmates so as to protect the privacy and confidentiality of each attorney/client visit. Necessary renovations will be done to accommodate the non-attorney visits referred to above. Within twenty (20) days, Defendants shall inform Plaintiffs' counsel of such steps taken and to be taken. If there is no agreement by the parties, the issue shall be submitted to the Court for resolution. This section shall be construed to allow the inmate three (3) hours visitation time per week only so long as actual visitors are present.

h. Telephone Privileges: There shall be a collect-call telephone located in each dayroom. Inmates shall have access to the telephone during hours that inmates have access to the dayroom. Each inmate will be provided one fee local call at the time of intake into the facility.

i. Books and Magazines: The following books, magazines and newspapers shall be provided to the inmates:

1) a library of books given to the jail shall be maintained in good order and a book cart thereof shall be conducted once each day by the rovers;

2) two (2) subscriptions to Time, Newsweek, Sports Illustrated and People, and four (4) subscriptions to the local newspaper shall be included on the book cart; and

3) Cherokee County shall enter into written agreement with the R. T. Jones Memorial Library to provide for a rolling cart of books once each week.

j. Recreation: Each inmate shall have access to a dayroom between the hours of 7:00 a.m. and 10:00 p.m.

1) The Defendants shall make available to each dayroom the following items: playing cards, checkers, and such other games and recreational items as may be given to the jail.

2) A color television shall be provided for each dayroom and inmates shall be permitted to watch television while in the dayroom area.

3) Inmates shall be provided outdoor recreation one (1) hour each day, weather permitting, Monday - Friday. However, after

periods of inclement weather, the Sheriff will make every effort to allow longer periods of outdoor recreation.

k. Mail Privileges: The following rules shall govern the mail privileges of the inmates:

ON DEMAND 1) The Defendants shall provide one stamp, sheet of paper, envelope and writing implement to each inmate each week.

2) Outgoing mail of the inmates addressed to the following will not be opened or otherwise interfered with: (a) Officials of the Federal, State and Local Courts; (b) all Federal Officials, including the President of the United States, any Senator or Congressman and Officials of any United States Agency or Department; all State Officials, including the Governor, members of the State Senate and House of Representatives; an Official of any State Agency or Department; (c) all members and employees of the State Probation and Parole Boards; (d) the attorney of record of any inmate in any pending action, civil or criminal, (e) any duly constituted local, state, or federal court; and (f) news media.

3) All other outgoing mail of inmates to any other addresses will not be interfered with except to open and inspect the same in the presence of the inmate where prison officials have reasonable grounds to suspect such communication is an attempt to formulate, devise or otherwise effectuate a plan to escape from the jail.

4) Incoming mail or packages from any source will not be interfered with except to open and inspect such mail in the

presence of the inmate addressee whenever the prison officials have reasonable grounds to suspect escape attempts or to discover drugs, weapons or other material expressly prohibited by state or federal laws or by prison rules. Mailed clothing will be washed prior to issue to inmates.

5) Inmates shall be given written notice which describes any materials confiscated or returned and the reason for such action. Inmates shall have the right to appeal such action to the Chief Jailer.

6) . There shall be no restriction placed on the number of letters an inmate may write or to whom the inmate can write.

7) All mail shall be delivered to inmates one day after receipt by the institution.

1) Access to Courts: An inmate shall have the right to the unrestricted and confidential access to the courts and to the executive agencies of government.

1) An inmate shall have the right to prepare and file legal papers with any court. Any document so prepared shall be transmitted to the courts by jail personnel at public expense, if necessary.

2) The jail shall contain a law library which shall contain at least one (1) copy of each of the following in its most current form:

- a) Official Code of Georgia Annotated (Michie) ✓
- b) Georgia Rules of court (Michie) ✓
- c) Daniel, Georgia Criminal Trial Practice (Harrison);

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- d) Daniel, Handbook on Criminal Evidence (Harrison); ✓
- 10 e) Daniel, Criminal Trial Practice Forms (Harrison);
- 40 f) Molner, Georgia Criminal Law (Harrison);
- g) Wilkes, Federal Habeas Handbook (Harrison); *was Pub*
and *was Pub*
- h) Rudovsky, The Rights of Prisoners.

Each inmate shall be permitted to use the law library upon <sup>RMS
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m. Logs and Records. The Sheriff shall maintain the following logs, records, manuals and rules in a format that shall conform to standards established penalogical standards. Such material shall be presented to Plaintiffs' counsel within thirty (30) days. If there is no agreement by the parties, the issue shall be submitted to the Court for resolution:

- a) Booking Records;
- b) Medical Logs;
- c) Log of Daytime and Night rounds;
- d) Complaint and Grievance Log; and
- e) Discipline Log.

n. Cleaning: There shall be an organized and supervised program of daily cleaning, including mopping, scrubbing, wall washing, etc., which shall insure that inmates clean their own cells, plumbing fixtures in the cells, dayrooms, and make their bed for inspection by the rovers each morning. Sanitation supplies in sufficient quantity shall be provided on a regular basis to insure daily cleaning of the jail. Inmates clothing shall be cleaned at

least three (3) times a week; inmates shall be issued clean bed linen once each week; inmates shall be issued towels and washcloths twice each week; mattresses shall be cleaned at least semi-annually; and blankets shall be washed at frequent intervals to maintain a clean condition, but at least every sixty (60) days. All items shall be cleaned prior to reissuance.

o. Sick Call: A sick call shall be conducted by a medically trained person (each morning) between 8:00 a.m. and 10:00 a.m. Inmates who need emergency treatment not available at the jail shall be taken to the hospital. All complaint of illness or injury shall be reported in the medical log maintained by jail officials. The medical log shall record the action taken on each complaint and the treatment prescribed, if any. A physician shall be on call at all times. The following additional procedures shall apply:

1) Regular dental sick calls are not scheduled. An inmate should contact the jail personnel during the regular sick call. Emergency dental care will be provided.

2) All prescription medication will be securely stored, given only upon prescription by a physician and issued by jail personnel. Issuing Officers shall observe whether the medication is taken as directed. Any inmate that refuses his/her medication or meals shall be noted both in the inmate's health record and on the watch commander's Daily Activity Report.

3) Non-prescription medication will be issued by the jail personnel on request when needed.

4) Inmates who are too ill to remain safely as part of

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the general population of the jail shall be housed in an individual cell, which determination shall be reviewed by a physician.

5) Inmates incarcerated for more than seven (7) days shall receive an examination by a medically trained person.

p. Classification: The inmate classification shall be pursuant to the INMATE CLASSIFICATION SYSTEM attached hereto and made a part thereof.

q. Discipline: The inmate disciplinary procedures shall be pursuant to the DISCIPLINARY PROCEDURE and GRIEVANCE SYSTEM attached, hereto, and made a part thereof.

r. Religion: Upon the request of ten (10) inmates requesting services particular to any religious denomination, Defendants will make every effort to provide religious services for such inmates.

s. Meetings: Meetings such as Alcoholics Anonymous (AA) shall be endeavored to be held in secured areas. However, if a meeting is required to be held in an unsecured area, reasonable search may be required of any inmate. But, there shall be no routine strip searching.

t. Facilities: All physical facilities including toilets, sinks, showers or furniture will be maintained in operable condition. In addition, the ventilation, heating and air conditioning systems shall be similarly maintained. Any necessary repairs shall be completed within ten (10) days of facility malfunction or defect. However, as most adult detention center mechanical parts originate from California and can not be shipped/installed within the ten (10) days, any necessary repairs

requiring parts from outside of Georgia shall be completed within ten (10) days of receipt of all the necessary parts.

u. Notice: A copy of this Order will be posted at the inmate-intake area and within the jail law library.

v. John Seay is dismissed in his individual capacity.

The Defendants are hereby ORDERED to comply with each of the provisions of this Order.

The Court shall monitor compliance with this Order for one year from the signing of this Order unless the Court determines to reduce or extend this period. Defendants may petition the Court to cease monitoring at any time subsequent to making its first report as outlined below. Counsel for the parties shall be afforded twenty (20) days to respond to the request to cease monitoring.

In addition, the Defendant shall report to the Court on a semi-annual basis the state of compliance of each provision of this Order and recommend such steps as are necessary to insure compliance with this Order. Counsel for Plaintiffs shall receive a copy of the report and be given an opportunity to respond thereto.

The parties understand that the law governing the rights of inmates or subsequent events or facts may change making the performance of this order more onerous. Nevertheless, the parties have agreed to such order in a sincere effort to resolve all differences and to make the conditions at Cherokee County Jail more

livable. Each of the parties has bargained for each and every provision herein.

Within ten (10) days from the Court Order, the parties shall get together to see if they can agree on the costs and attorney's fees. If an agreement cannot be reached, Plaintiffs are directed to submit evidence by way of affidavit on the issue of attorney's fees and costs within ten (10) days. Defendants shall have ten (10) days to respond. *The Clerk shall resubmit the file in 20 days.*

December 7, 1992.

SP Christa D. Evans
Judge

The undersigned consent to the entry of this Order.

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ATTACHMENT B - DISCIPLINARY PROCEDURES AND GRIEVANCES

CHAPTER: SERVICES, PROGRAMS
AND ACTIVITIES

POLICY NUMBER: 5-20

TITLE: DISCIPLINARY PROCEDURES EFFECTIVE DATE: JULY 1, 1988

GEORGIA STANDARDS REFERENCE: 21.01 thru 21.18

I. POLICY

Every inmate of the Cherokee County Detention Facility has the right to know what behavior is expected and the penalties for misbehavior. The disciplinary process must be fair and systematic so that no person, staff or inmate, may plead ignorance of the rules or bias in the procedure. Hasty, arbitrary decisions and/or corporal punishment shall not be allowed.

Definitions and Classes of Disciplinary Offenses:

1. Violations: An inmate shall only be subject to discipline for those violations described in the posted rules, or those which have been or may be prescribed by state law. If the offense committed constitutes a crime, the Detention Division Commander shall refer the case to the appropriate prosecuting attorney for possible charges. Whether or not the offense constitutes a crime, the inmate shall be subject to disciplinary action.
2. Violation Classification: Violations shall be classified as Minor, Moderate, or Serious according to the following descriptions:
 - a. Minor violations shall include acts which do not constitute a present and immediate threat to the security of the facility, it's staff, inmates, visitors, or the inmate who committed the violation. Such violations shall include, but not be limited to:
 - 1) Failure to comply with any officer's lawful orders.
 - 2) Profanity, derogatory remarks or gestures to any member of the staff, visitors, or fellow inmates.
 - 3) Unnecessary noise such as arguing, shouting, whistling, rattling or pounding on doors or windows.
 - 4) Loud talking or unnecessary noise after lights out.
 - 5) Talking through windows to person(s) on the exterior of the jail.

- 6) Failure to perform routine duties such as cleaning housing areas and making beds during prescribed hours.
- 7) "Horseplaying", teasing or verbally harassing another inmate.

b. Moderate offenses shall include persistent minor rule infractions, cases where a determination is made that the remedy for a minor violation serves no deterrent effect, and rule violations which can not be considered minor but do not constitute a present and immediate threat to the security of the facility, it's staff, inmates, visitors, or the inmate committing the offense. Such violations shall include but not be limited to:

- 1) Repeated minor violations.
- 2) Disobeying an officer.
- 3) Lying to an officer.
- 4) Fighting, molesting.
- 5) Minor damage of facility property (less than \$50).
- 6) Abusing commissary, visitation, telephone and/or recreation privileges.
- 7) Abusing food services.
- 8) Attempting to control the behavior of other inmates through coercion, force, or threat. Assigning work to other inmates.
- 9) Disrupting religious, medical or food services, or any other facility activity or program.
- 10) Smoking in bed or any other prohibited area.
- 11) Stoppage or placement of foreign matters into toilet, drains, or sinks.
- 12) Retention of any medication issued at this facility or from any other source.
- 13) Writing on the walls or furniture.
- 14) Possession of anything not on the list of "Permitted Items" or authorized by the facility staff.

- c. Serious violations shall include acts which constitute violations of statutory law and/or present an immediate threat to the security of the facility, its staff, inmates, visitors, or the inmate committing the violation. Such acts shall include but not be limited to:

- 1) Repeated moderate violations.
- 2) Assault on another inmate, visitor, or staff member.
- 3) Escape, attempted escape, or aiding another in escape.
- 4) Possession of alcoholic beverages or unauthorized drugs.
- 5) Theft.
- 6) Damage of facility property (in excess of \$50).
- 7) Interfering with security operations of the facility.
- 8) Arson.
- 9) Possession of a weapon or chemical agent or any object which has been modified so that it may be used as a weapon.
- 10) Creating or inciting a riot.
- 11) Malicious destruction, alteration or misuse of property.

II. PROCEDURES

- A. When an officer witnesses or is reported a violation of rules he is to identify the seriousness of the violation and determine whether it can be informally handled.
- B. If the offense can be resolved informally, and the resolution is appropriate, the officer does not have to file a written report. Once the violation is informally handled, the detention officer is to notify the shift supervisor of the violation and the action taken. The shift supervisor is to maintain a written record of the incident in the appropriate log.
- C. If the violation cannot be resolved informally, the detention officer is to complete a Disciplinary Report that fully states the violations committed, time and date, and a detailed description of the incident (see Appendix 5H).

- D. The shift supervisor is to log the Disciplinary Report in the appropriate log.
- E. In the event the inmate is displaying violent behavior, or if there is reason to believe the inmate will inflict injury upon himself or others, he is to be confined to an isolation cell in accordance with Policy 2-4. When such action is required, the shift supervisor is to be immediately notified.
- F. The Disciplinary Report is to be completed and filed within 24 hours after discovery that an infraction has occurred.
- G. The shift supervisor is to review the report and formally classify the violation status by using the list of Disciplinary Infraction Codes (see Appendix 5I).
- H. In the event the violation is classified as being minor, the shift supervisor is to assess the appropriate penalty and inform the inmate of the decision. The shift supervisor is to record the penalty in the daily log and complete the Summary Investigation portion of the Disciplinary Report. The shift supervisor is then to notify the programs officer or housing officer of the change in the inmate's status.
- I. If the violations are classified as moderate or serious, the shift supervisor is to provide the inmate with written notification of the charges and inform the inmate of his right to request a hearing (see Appendix 5J).
- J. If the inmate does not request a hearing the inmate is to sign a Waiver of Hearing Form (see Appendix 5K). If the inmate does not request a hearing, but simply refuses to sign the form, the shift supervisor is to write "REFUSED TO SIGN" in the block reserved for the inmates signature. Upon waiver of the hearing, the shift supervisor is to proceed with assessing evidence and appropriate punishment in accordance with procedures. The shift supervisor is to record the penalty in the appropriate log and notify the inmate, programs officer, and housing officer of the change in the inmate's status.
- K. If the inmate requests a hearing, the shift supervisor is to assign an impartial officer to investigate the Disciplinary Report. The investigating officer is to make a complete investigation within 48 hours including witnesses, perpetrator, victim, and physical evidence. The investigator is to complete a written report on a Investigative Summary Form (see Appendix 5L) and submit it to the hearing officer.
- L. The hearing officer is to schedule a hearing and notify the inmate of the date and time of the hearing.

- M. If the inmate requests assistance in preparing his defense, the Detention Division Commander is to interview the inmate and determine the inmates ability to understand the hearing process. If the Detention Division Commander determines that the inmate needs assistance, an officer is to be assigned to provide the necessary assistance.
- N. The hearing is not to occur sooner than 24 hours after formal notification of the charges being delivered to the inmate.
- O. In the absence of an approved continuance, the disciplinary hearing is to occur within 3 working days of the receipt of the investigation report.
- P. Upon the showing of cause, a continuance of 5 working days may be granted by the Detention Division Commander at the request of the hearing officer, inmates advocate, or the inmate if he does not have an advocate. Only two continuances shall be granted. Continuance shall not permit extension of the total adjudication process more than 20 working days. Continuance beyond 20 working days may be granted for mental/medical health, court, escape, and by request from the prosecuting agency.
- Q. The hearing is to be informal with no formal rules of evidence being imposed.
- R. The inmate has a right to be present throughout the hearing except during the deliberation or when the institutional or individual security would be jeopardized by the inmate's presence.
- S. During the hearing, the prosecuting officer is to read the evidence against the inmate, question witnesses, present physical evidence. The inmate's advocate will be provided the opportunity to cross examine prosecution witnesses.
- T. The inmate is to be provided the opportunity to call witnesses, to testify, and present evidence on the inmate's behalf.
- U. Witnesses are to be allowed to testify for the inmates unless one or more of the following are established:
1. The calling of testimony of the witness would jeopardize institutional security;
 2. The calling or testimony of the witness would jeopardize any individuals safety;
 3. The testimony of the witness would not be supportive of the inmates defense;
 4. The testimony of the witness would be irrelevant to the issues before the hearing officer; or

5. The testimony of the witness would, in the discretion of the hearing officer, be merely cumulative of other testimony. In the event that proposed testimony is ruled to be merely cumulative; however, the inmate may select the witness(es) who will appear to present admissible testimony.
- V. If a witness is denied from testifying, the hearing officer is to document the reason in the hearing record. When the hearing is completed, the hearing officer is to determine if the inmate is guilty of the violations charged.
- W. In deliberating the inmate's guilt, the criteria for the hearing officers determination is whether the evidence substantiates that more probable than not that the inmate committed the violation.
- X. The hearing officer is to announce that the inmate is guilty or not guilty. A not guilty finding without substantive evidence ends the hearing and use thereof. If the inmate is found not guilty, but there is evidence of misconduct, evidence from the hearing may be held for future reference in identifying a trend of inmate behavior.
- Y. The hearing officer is to record the findings of the hearing and the punishment on the Disciplinary Report.
- Z. The hearing officer is to record the penalty in the daily log and notify the shift supervisor of the change in the inmate's status. The shift supervisor is then to notify the programs officer and the housing officer of these changes.
- AA. The inmate may appeal a conviction in the disciplinary hearing for the following reasons:
 1. Procedural error;
 2. Submission of new evidence;
 3. Prejudice;
 4. Insufficiency of evidence for a finding that it was more probable than not that the inmate committed the prohibited act; or
 5. Other appropriate acts.
- BB. The inmate must file the written appeal and reason(s) for the appeal within three working days of the decision of the hearing officer. While awaiting the appeal decision, the inmate's punishment is to be temporarily suspended.

CC. The Detention Division Commander is to review the inmate's appeal. The Detention Division Commander will issue his decision within 5 working days. As part of his decision, the Detention Division Commander may:

1. Reduce the charges;
2. Reverse the decision;
3. Concur with the hearing officer's decision; or
4. Return the charges to the hearing officer for a rehearing.

CHAPTER: SERVICES, PROGRAMS
AND ACTIVITIES

POLICY NUMBER: 5-21

TITLE: GRIEVANCE SYSTEM

EFFECTIVE DATE: JULY 1, 1988

GEORGIA STANDARDS REFERENCE: 22.01 thru 22.06

I. POLICY

The inmate grievance system is made available to all inmates in the Cherokee County Detention Facility to ensure the systematic and equitable review of inmate complaints.

II. PROCEDURES

- A. The following areas cannot be grieved under the grievance system of the Cherokee County Detention Facility:
1. Any matter that the facility has no control (e.g., parole/probation decisions, sentences, loss of mail by the postal service).
 2. Disciplinary hearing decisions are not to be reviewed under the grievance system. Rather, disciplinary charges are to be filed under appeal procedures provided in Policy 5-20.
 3. Routine administrative transfers of inmates from different areas without any loss of privileges to facilitate ease of facility operations.
- B. Once an inmate has established a pattern for filing frivolous and unfounded grievances, an initial investigation will proceed informally. If the grievance is not substantiated, a notation is made in the appropriate log and the matter is closed. If it appears the grievance is well founded, it shall follow normal grievance procedures.
- C. If an inmate has a complaint, the detention officer receiving the complaint is to attempt to resolve the complaint informally. If the complaint can not be resolved by the detention officer, the inmate is to be given an Inmate Grievance Form (see Appendix 5M). Under no circumstances are officers to attempt to discourage or dissuade inmates from filing a formal grievance.
- D. If the inmate is complaining of the commission of a prohibited act by a detention officer, a violation of the inmate's civil rights, or a criminal act, the officer is to refer the inmate to the formal grievance system and shall not attempt to resolve the complaint informally.—All grievances concerning detention officers should be placed by the inmate in an envelope, sealed, and immediately forwarded to the Detention Division Commander.

- E. Once the complaint is handled informally, the detention officer is to notify the shift supervisor of the complaint and action taken. The complaint and action taken should be noted in the appropriate log.
- F. If the inmate's complaint is not handled informally, he may file a written grievance within five days of discovery, or when he reasonably should have discovered the incident.
- G. Inmate Grievance Forms may be obtained upon request from the detention officer.
- H. The grievance shall state fully the time, date, names of facility staff and inmates involved, witnesses and a narrative of the incident.
- I. If the inmate is unable to complete the grievance form himself, he may obtain assistance from another inmate or detention officer in completing the form.
- J. No staff member is to subject any inmate to harassment, curtailment of privileges, or punishment of any type for filing a grievance. Any staff member interfering with the reporting of a grievance in any way may be subject to immediate dismissal.
- K. Upon receipt of a grievance, the shift supervisor is to log the complaint in the appropriate log.
- L. The shift supervisor is to investigate the incident within 24 hours of receipt of the complaint. The shift supervisor is then to complete appropriate section of the Grievance Form showing his findings and recommendations.
- M. The shift supervisor is to provide the inmate with a copy of the completed form showing what actions were taken within fifteen days of receiving the complaint.
- N. Upon receiving formal response to the grievance, the inmate has three calendar days to accept the findings and action taken, or appeal the decision to the Detention Division Commander. If the inmate appeals the decision, he is to provide written reasons on the back of his copy of the grievance form and return it to the shift supervisor.
- O. The shift supervisor is to forward the inmate's copy of the grievance form with appeals to the Detention Division Commander for review.
- P. The Detention Division Commander is to review, investigate and respond to the appeal within ten days. The Detention Division Commander may:
 - 1. Concur with the shift supervisors response;

2. Request further investigation by the shift supervisor or other staff member; or

3. Provide his own solution to the problem;

Q. During his investigation, the Detention Division Commander may personally interview the inmate to resolve the grievance.

R. Upon response of the Detention Division Commander to the appeal, the department grievance system is terminated. If the grievance has still not been resolved, the inmate may write to the Sheriff concerning the grievance.

S. In the event that an inmate files a large number of meritless and frivolous grievances, his grievances are to receive special handling.

T. Based on the recommendations of the shift supervisor, the Detention Division Commander is to determine if an inmate is to have his grievances referred for special handling.

U. If the inmate is placed on the special handling list, the shift supervisor is to maintain written documentation of the reasons for the decision.

V. The shift supervisor is to meet with the inmate to explain that his grievances are to be referred for special handling and how future grievances are to be handled.

W. While the inmate's grievances are referred for special handling, the shift supervisor is to review each grievance filed by the inmate. Grievances having merit are to be forwarded for processing through regular channels. Grievances that do not have merit are to be retained and a response provided to the inmate by the shift supervisor stating the reasons for not processing the grievance.

X. The shift supervisor is to review the inmate's file each time a new grievance is filed to determine if special handling is still necessary.

Y. The shift supervisor is to make a recommendation to the Detention Division Commander recommending when the inmate's grievances should be returned to the regular process.

Z. An inmate's grievances are not to be processed through the special handling for more than four consecutive months.

AA. Resolved grievance forms are to be placed in the inmates In Jail file.

CHAPTER 2 - CLASSIFICATION

INDEX OF POLICIES:

- 2-1 Inmate Classification System
- 2-2 Holding Area Classification
- 2-3 Classification Packet
- 2-4 Administrative Separation
- 2-5 Trustee Selection and Work Assignment
- 2-6 Classification Rating Review

APPENDICES:

- 2A Classification Packet
- 2B How to Evaluate the Effectiveness
of the Classification Procedures

CHAPTER: CLASSIFICATION

POLICY NUMBER: 2-1

TITLE: INMATE CLASSIFICATION
SYSTEM

EFFECTIVE DATE: JULY 1, 1988

GEORGIA STANDARDS REFERENCE: 11.01, 11.08

I. POLICY

To maintain facility safety, security and order, the Cherokee County Detention Facility uses an inmate classification system which houses and separates inmates according to their behavior and special needs.

II. PROCEDURES

A. The Cherokee County Detention Facility classification system is divided into two subsystems, general housing and special housing. Separation is maintained among categories in each subsystem.

B. General Housing

1. Inmates living and sleeping areas in general housing shall be designed to provide adequate confinement, reasonable privacy, sight and sound surveillance, and protection from inmates and staff. Inmates will be classified and assigned to housing areas according to the following definitions:

a. Maximum Security

All convicted felons are to be housed under this classification. Recreation and all other activities for maximum security inmates will be conducted separately from that of other inmates. The only exception will be those placed in administrative segregation in accordance with Policy 2-4, or inmates approved by the Division Commander or his designee for trustee status in accordance with Policy 2-5, or who's status has been reviewed in accordance with Policy 2-6.

b. High Security

Sentenced misdemeanors or pre-trial detainees that meet the criteria for high security status in accordance with the Cherokee County Detention Center Classification Packet (see Appendix 2A). This will include inmates that present a high escape or assault risk as well as those inmates charged with a capital offense, aggravated sexual offense or serious drug charge. The only exception would be those inmates placed in administrative segregation in accordance with Policy 2-4, or inmates who's status has been reviewed in accordance with Policy 2-6.

c. Medium Security

Sentenced misdemeanors or pre-trial detainees that meet the criteria for medium security status in accordance with the Cherokee County Detention Center Classification Packet (see Appendix 2A). This category will include those inmates with no known or assessed propensity for violence or escape. The only exception would be those inmates placed in administrative segregation in accordance with Policy 2-4, or inmates who's status has been reviewed in accordance with Policy 2-6.

d. Minimum Security

Sentenced misdemeanors or pre-trial detainees that meet the criteria for minimum security status in accordance with the Cherokee County Detention Center Classification Packet (see Appendix 2A). This will include those inmates considered a non-security risk. The only exception would be those placed in administrative segregation in accordance with Policy 2-4, or inmates who's status has been changed in accordance with Policy 2-5 or Policy 2-6.

2. Female inmates are to be classified according to the same criteria as male inmates, but are to be housed in a single unit. Female inmates are to be separated by sight and touch from male inmates. Scheduling of inmate programs, services and activities shall be done in such a manner as to prevent contact with male inmates. Female inmates are to be provided the same access to services, activities and programs as male inmates.
3. Inmates are to be classified as trustees according to Policy 2-5. Trustees are to be housed in a minimum security area apart from other inmates, and are to be allowed certain privileges that other inmates do not receive.

C. Special Management Inmates

1. Juveniles - Juveniles who are subject to trial as adults are to be separated by sight and sound from adult inmates. Juveniles will only be housed in accordance with Policy 1-3. Juveniles who are charged with a criminal offense who are not subject to trial as adults may be temporarily housed as provided for in state law (up to 18 hours), but shall have living space separate and removed from the adult population. Separation within the juvenile section shall conform to applicable general housing considerations but in a single unit. Trustees shall not have access to occupied juvenile quarters.

NOTE: Juveniles charged with status offenses or non-offender violations shall not be housed in the Cherokee County Detention Facility (see Policy 1-3).

2. Communicable Diseases - Based on written guidelines approved by the facility physician, all inmates with active communicable diseases are to be isolated. To determine if such segregation shall be made in the absence of medically trained personnel at the time of admission, prior placement in a living area, a screening shall be made of the inmate in accordance with Policy 1-2.
3. Mentally Disordered Inmates - Mentally disordered inmates shall, on proper documentation from a physician or mental health professional, be separated from the general population. If such advice/information is not readily available, the inmate is to be segregated and the necessary documentation secure from the programs officer within 24 hours or at the next scheduled sick call, whichever is earliest.
4. Administrative Separation - Any inmate whose continued presence poses a threat to life, property, or facility operations or who is awaiting investigation of a rule violation should be classified and housed in administrative segregation in accordance with Policy 2-4.
5. Non-Criminal (Civil) Inmates - Inmates housed in the Cherokee County Detention Facility charged with a civil or non-criminal violation are to be classified as minimum security inmates unless their behavior warrants a higher classification. A classification packet is to be completed on all non-criminal inmates with the classification officer making a notation on page 2 under the remarks section of the packet that the inmate is charged with non-criminal violations only.

- D. Inmates shall not be given a classification rating because of race, color, creed, religion or national origin.
- E. The Detention Division Commander or his designee is to review the facility's physical plant quarterly to assess the facility's capability to house and separate inmates according to the classification system.
- F. In the event the facility can not appropriately house an inmate because of his classification rating, the Detention Division Commander is to make arrangements for housing the inmate elsewhere.

CHAPTER: CLASSIFICATION

POLICY NUMBER: 2-2

TITLE: HOLDING AREA.
CLASSIFICATION

EFFECTIVE DATE: JULY 1, 1988

GEORGIA STANDARDS REFERENCE: 8.51, 11.02

I. POLICY

To provide for the temporary housing of newly admitted inmates, the Cherokee County Detention Facility classifies/separates such persons according to their sex and propensity for violence.

II. PROCEDURES

- A. While waiting to be processed or to post bond, inmates are to be placed in holding cells. Sentenced inmates are not to be housed in holding cells, but are to be processed through the intake process and housed into population as soon as is feasibly possible.
- B. Inmates are not to be housed in holding cells for more than eight hours.
- C. Before assigning an inmate to a particular holding cell, the admissions officer is to evaluate the inmates current charges, criminal history, and observed/reported behavior. Using this information, the admissions officer is to appropriately assign the inmate to a holding cell.
- D. Separation of inmates in holding cells is to be made according to the following criteria:
 - 1. Violent prone males;
 - 2. Non-violent prone males;
 - 3. Violent prone females; and
 - 4. Non-violent prone females.

CHAPTER: CLASSIFICATION

POLICY NUMBER: 2-3

TITLE: CLASSIFICATION PACKET

EFFECTIVE DATE: JULY 1, 1988

GEORGIA STANDARDS REFERENCE: 11.01 thru 11.08

I. POLICY

To provide for the long term housing of inmates, the Cherokee County Detention Facility classifies/separates inmates according to all known relevant factors.

II. PROCEDURES

- A. Persons that are admitted into the facility for long term housing are to be classified prior to being placed in general population.
- B. When determining a classification rating, the admissions officer is to use information obtained from the inmates current charges, past records, current in jail file, criminal records check, observed behavior and medical screening form to complete the classification packet.
- C. In addition to section B of these procedures, the inmate must be questioned before a classification rating can be assigned. The admissions officer is to interview the inmate to obtain pertinent information. The inmates response to the officer's questions are to be recorded on the Classification Packet (see Appendix 2A). In the event the inmate refuses to participate in the interview, the admissions officer is to inform the inmate that nonparticipation in the interview may result in an error in the inmate's classification rating (over classification).
- D. When a classification rating has been assigned, the admissions officer is to notify the shift supervisor of the rating. Once the shift supervisor reviews and approves the Classification Packet, the housing officer is advised of the rating to enable him to coordinate the housing assignment.
- E. All documents supporting the classification rating are to be placed in the inmate's file.
- F. In the event the inmate is identified as having a medical or psychological problem, the housing officer is to notify the appropriate personnel and document the problem in the appropriate log.

- G. In the event the inmate is determined to be a suicide risk, the housing officer is to assign the inmate to the Administrative Segregation area, to notify the shift supervisor of the placement to ensure appropriate in-person supervision is provided, to notify the appropriate medical personnel for screening/assessment and to document the problem in the appropriate log.
- H. The housing officer is to maintain the appropriate records indicating the inmate's location in the facility.
- I. The inmates classification rating shall remain in effect until it is reviewed in accordance with Policy 2-6 or changed in accordance with Policy 5-20.

CHAPTER: CLASSIFICATION

POLICY NUMBER: 2-4

TITLE: ADMINISTRATIVE
SEPARATION

EFFECTIVE DATE: JULY 1, 1988

GEORGIA STANDARDS REFERENCE: 11.02, 11.04, 11.05, 11.06

I. POLICY

To ensure facility safety and security, the Cherokee County Detention Facility classifies/separates inmates whose continued presence poses a serious threat to themselves, others or the facility.

II. PROCEDURES

A. An inmate should be placed in administrative separation when he:

1. Requests admission for his own protection, or the staff determines that admission is necessary for the inmate's own protection;
2. Is awaiting investigation/hearing of a serious inmate rule violation and/or criminal act;
3. Is charged with a infamous crime;
4. Is a witness in a civil case; or
5. Requires medical isolation.

NOTE: If separated for medical isolation, in addition to receiving normal supervision, medical staff should also monitor this inmate.

B. Assignment to administrative separation is to be made by the Detention Division Commander or his designee.

C. When an inmate is assigned to administrative separation, the Detention Division Commander or his designee is to complete an administrative separation order detailing the reasons/basis for the assignment including:

1. Observations or reports from officers of persistently disruptive, potentially disruptive, or abnormal behavior which required removal of the inmate from the general population;
2. Report from a physician or nurse;

3. Apparent need for protection;
 4. Recommendation of judge, District Attorney, or arresting agency; and
 5. Information indicating the need for administrative separation when discovered during the classification process.
- D. Provided an inmate's behavior permits, the living conditions and privileges of administrative separation or medical isolation are to approximate those available to inmates assigned to general housing.
- E. The housing officer is to conduct in-person direct supervision of inmates in administrative separation at irregularly scheduled intervals not to exceed thirty minutes. These observations should be documented in the appropriate log.
- F. Each inmate assigned to administrative separation shall have his classification status reviewed by the Detention Division Commander or his designee once every seven days for the first two months after admission, and at least every thirty days thereafter to determine if he can be returned to general housing.
- G. Release from administrative separation may be authorized by one of the following:
1. Detention Division Commander;
 2. Assistant Division Commander;
 3. Disciplinary Committee; or
 4. Medical authority (when appropriate).
- H. A permanent log is to be maintained by the housing officer to record the following information about inmates held in administrative separation:
1. All admissions including the date, reasons, and authorizing officer;
 2. All releases, and reasons for releases;
 3. Signatures of staff and officials visiting the inmate with the date and time of the visit; and
 4. Any unusual activity or behavior of the inmate. This includes any misbehavior that is to be recorded and forwarded for possible disciplinary action.

CHAPTER: CLASSIFICATION

POLICY NUMBER: 2-5

TITLE: TRUSTEE SELECTION AND
WORK ASSIGNMENTS

EFFECTIVE DATE: JULY 1, 1988

GEORGIA STANDARDS REFERENCE: 12.01 thru 12.08

I. POLICY

The Cherokee County Detention Facility utilizes inmate trustees in positions of limited responsibility to provide an efficient supplement to the facility work force.

II. PROCEDURES

- A. Any staff-member wishing to recommend an inmate for trustee status is to make a verbal or written recommendation to the Detention Division Commander.
- B. The following criteria are to be considered by the Detention Division Commander when assigning an inmate to trustee status:
 - 1. Should be sentenced, but sentence is not to exceed twelve months;
 - 2. Has been in custody for at least 48 hours;
 - 3. No record of escape or attempted escape;
 - 4. Has not been convicted of any capitol crime;
 - 5. Is not awaiting transport to the Georgia Department of Corrections;
 - 6. Not serving sentence as a result of having been convicted of the sale of narcotics or dangerous drugs;
 - 7. Willingness to work; and
 - 8. Preference shall be given to inmates serving a sentence of thirty days or more.
- C. Under no circumstances shall an unsentenced inmate be forced by facility staff to do work in the facility other than personal housekeeping which is necessary to keep his living area clean.
- D. Before assigning an inmate to trustee status the Detention Division Commander is to conduct a personal interview with the inmate to explain the tasks involved and the consequences of his actions.

- E. The housing officer is to ensure all trustees are provided uniforms appropriate to their job assignments.
- F. All trustees returning to the facility from outside work details or food service work areas are to be strip searched by the housing officer in accordance with Policy 3-2.
- G. Trustees working in other areas within the facility are to be frisked upon leaving the work area and returning to their living quarters in accordance with Policy 3-1.
- H. Inmates are to receive permission from the supervising detention officer before leaving their designated work area. Inmates found outside their designated work area without permission shall be subject to the appropriate disciplinary action.
- I. Under no circumstances shall any inmate be used for any purpose resulting in the private gain of any individual except:
 - 1. Work on private property because of natural disaster;
 - 2. Community service programs; and
 - 3. Work release programs.

CHAPTER: CLASSIFICATION

POLICY NUMBER: 2-6

TITLE: CLASSIFICATION RATING
REVIEW

EFFECTIVE DATE: JULY 1, 1988

GEORGIA STANDARDS REFERENCE: 11.01 thru 11.08

I. POLICY

To ensure that inmates are appropriately housed and classified, the Cherokee County Detention Facility regularly reviews classification assignments.

II. PROCEDURES

- A. Each month the programs officer is to prepare a schedule indicating the inmates whose classification ratings are to be reviewed. Under no circumstances shall more than six months elapse between classification reviews on a particular case.
- B. All classification reviews are to be made by the Classification Committee. The Classification Committee consists of three members who are assigned by the Detention Division Commander. The committee has the authority to:
 - 1. Review initial classification ratings;
 - 2. Conduct periodic review of classification ratings; and
 - 3. Hold reclassification hearings.
- C. Reasons used for reclassifying an inmate include but are not limited to:
 - 1. The inmate's inability to adjust to a particular situation or housing assignment;
 - 2. Request from the inmate;
 - 3. Request by a staff person;
 - 4. Legal status change of the inmate; or
 - 5. As a result of a disciplinary procedure.

- D. At any time, an inmate may initiate a review of his classification rating. The inmate is to indicate in his written request for review the reasons for the review (e.g., new legal status, new commitment status, arrival of known enemy). The request is to be forwarded by the shift supervisor to the Classification Committee for scheduling.
- E. Inmates are not required to attend hearings concerning minor or routine classification matters. These include:
1. Routine award of good time credits;
 2. Nonsignificant job changes;
 3. Screening of cases to meet inmate manpower needs (e.g., Trustees); and
 4. Scheduled reviews.
- F. Inmates are permitted to appear before the Classification Committee when consideration is being given to changing the inmate's classification rating. Exceptions to this would include such instances as when the inmate's:
1. Behavior would disrupt the meeting;
 2. Physical or mental condition precludes understanding of or participation in the process; or
 3. Inability to attend (e.g., hospitalized, out to court).
- G. The housing officer is to notify inmates of reclassification decisions, and to change housing assignments accordingly.
- H. The Detention Division Commander is to review the classification system annually to ensure that the goals of the Cherokee County Detention Facility are met (see Appendix 2B).

CHEROKEE COUNTY DETENTION CENTER
INMATE CLASSIFICATION / SCREENING FORM

NAME _____ D.O.B. _____ DATE _____

PRESENT OR LAST KNOWN ADDRESS _____

HOW LONG _____ yrs. _____ mo. IF LESS THAN TWO YEARS AT PRESENT ADDRESS, LIST

NEXT PREVIOUS ADDRESS _____ HOW LONG _____ yrs. _____ mo.

HOME PHONE NUMBER () _____ MARITAL STATUS _____ NUMBER OF

CHILDREN LIVING AT HOME _____ HAVE YOU DIVORCED OR REMARRIED DURING THE PAST

YEAR _____

FATHERS NAME _____ MOTHERS NAME _____

ADDRESS _____ ADDRESS _____

PHONE NUMBER () _____ PHONE NUMBER () _____

BROTHERS OR SISTERS (LOCAL/ADULT) _____

OCCUPATION / TRADE _____ PRESENT / LAST EMPLOYER _____

ADDRESS _____ PHONE NUMBER () _____

LENGTH OF EMPLOYMENT _____ yrs. _____ mo. IF LESS THAN TWO YEARS AT PRESENT

JOB, LIST NEXT PREVIOUS EMPLOYER _____

ADDRESS _____ PHONE NUMBER () _____

VEHICLES: YEAR _____ MAKE _____ MODEL _____ TAG # _____

YEAR _____ MAKE _____ MODEL _____ TAG # _____

YEAR _____ MAKE _____ MODEL _____ TAG # _____

PREVIOUS ARRESTS: LOCATION _____ CHARGE _____ DISPOSITION _____

LOCATION _____ CHARGE _____ DISPOSITION _____

LOCATION _____ CHARGE _____ DISPOSITION _____

LOCATION _____ CHARGE _____ DISPOSITION _____

PRIOR JAIL OR PRISON SENTENCES:

CHARGE _____ INSTITUTION _____ TIME SERVED _____

CHARGE _____ INSTITUTION _____ TIME SERVED _____

ARE YOU CURRENTLY ON _____ PROBATION _____ PAROLE OFFICERS NAME _____

LOCATION _____ CHARGE _____

EDUCATION: LAST SCHOOL ATTENDED _____ LOCATION _____

HIGHEST GRADE COMPLETED _____ G.E.D. _____ COLLEGE _____ yrs.

MEDICAL CONSIDERATIONS _____

RECEIVED PAST TREATMENT FOR ALCOHOL / DRUG ABUSE _____ DATE _____

LOCATION _____

RECEIVED PAST TREATMENT FOR MENTAL ILLNESS / DISORDER _____ DATE _____

LOCATION _____

CURRENT CHARGES _____ / _____ / _____ / _____ /

_____ / _____ / _____ / _____ /

I THE UNDERSIGNED HAVE GIVEN THE PREVIOUS ANSWERS VOLUNTARILY, AND OF MY OWN FREE WILL. I DO HEREBY CERTIFY THAT MY ANSWERS WERE TRUE, AND TO THE BEST OF MY KNOWLEDGE. I FURTHER UNDERSTAND THAT FALSIFICATION OF ANSWERS OR REFUSAL TO PARTICIPATE IN THE CLASSIFICATION PROCESS COULD POSSIBLY RESULT IN MY BEING PLACED IN A HIGHER SECURITY CATEGORY.

X
SIGNATURE OF INMATE

REMARKS / OTHER FACTORS TO BE CONSIDERED DURING THE CLASSIFICATION PROCESS:

ALL INFORMATION CONTAINED HEREIN IS FOR PURPOSES OF CLASSIFICATION ONLY

SECURITY RISK ASSESSMENT

				TOTAL POINTS
1. CURRENT CHARGES	FELONY () 5 PTS. PER CT.	MISDEMEANOR () 2 PTS. PER CT.		_____
2. VIOLENT CRIME	ADD 10 POINTS			_____
3. SEXUAL OFFENSE	ADD 10 POINTS			_____
4. DRUG RELATED OFFENSE	ADD 10 POINTS			_____
5. INMATE CURRENTLY ON :	PAROLE () ADD 5 POINTS	PROBATION () ADD 4 POINTS		_____
6. PRIOR JAIL OR PRISON :	() ADD 5 POINTS FOR EACH SENTENCE			_____
7. INMATE AGE	17 - 25 () 5 PTS.	25 - 35 () 4 PTS.	35 - 50 () 2 PTS.	OVER 50 () 1 PT. _____
8. INMATE'S PHYSICAL STATURE:	510 - OVER HEIGHT () 3 POINTS	504 - 509 () 2 POINTS	LESS THAN 504 () 1 POINT	_____
	200 lbs - OVER WEIGHT () 3 POINTS	160 - 199 () 2 POINTS	LESS THAN 160 () 1 POINT	_____
9. MARITAL STATUS	SINGLE () 5 PTS.	DIVORCED () 5 PTS.	SEPARATED () 5 PTS.	MARRIED () 1 PT. _____
10. MARITAL CHANGE / PAST YEAR	DIVORCE () 5 POINTS	SEPARATION () 5 POINTS	MARRIAGE () 4 POINTS	_____
11. IF MARRIED, BUT WITHOUT CHILDREN, ADD 2 POINTS				_____
12. LOCAL RESIDENT	NO () 5 POINTS	2 YRS. OR LESS () 3 POINTS	MORE THAN 2 YRS. () 1 POINT	_____
13. FAMILY RESIDING IN CHEROKEE COUNTY	YES () 1 POINT	NO () 5 POINTS		_____
14. SOCIAL INSTABILITY	ADD 5 POINTS			_____
15. EDUCATIONAL ASSESSMENT	GRADE SCHOOL () 5 POINTS	HIGH SCHOOL () 3 POINTS	COLLEGE () 1 POINT	_____
16. PRIOR HISTORY OF DRUG / ALCOHOL PROBLEMS	ADD 5 POINTS			_____
17. PRIOR HISTORY OF MENTAL ILLNESS / DISORDER	ADD 5 POINTS			_____
18. OUTSIDE DETAINERS / PROBATION OR PAROLE HOLD	ADD 5 POINTS PER HOLD			_____
19. BOND SCHEDULE: ROUND INMATE'S INITIAL BOND TO THE NEXT HIGHEST THOUSAND, ADD 1 POINT FOR EACH THOUSAND DOLLARS OF BOND (UP TO 10 POINTS). CAPITAL CRIME OR OTHER NON-BONDABLE OFFENSE, ADD 10 POINTS.				_____
20. ENTER INMATE'S TOTAL RISK ASSESSMENT SCORE ON THIS LINE				_____

ADMINISTRATIVE SEGREGATION ANALYSIS

DOES THE INMATE REPORT, OF SHOW SIGNS OF ANY OF THE FOLLOWING CONDITIONS:	YES	NO
1. A CURRENT, OR RECENT MEDICAL CONDITION THAT CAN'T BE TREATED IN G/P ?	___	___
2. ALCOHOL WITHDRAWAL ?	___	___
3. NARCOTICS, OR DRUG WITHDRAWAL ?	___	___
4. PHYSICAL HANDICAP ?	___	___
5. MENTAL RETARDATION ?	___	___
6. POTENTIAL VICTIM ?	___	___
7. DISORIENTATION ?	___	___
8. DEPRESSION (<u>EXTREME</u> , SUCH AS CRYING FITS, etc.) ?	___	___
9. SELF MUTILATION ?	___	___
10. SUICIDE RISK ?	___	___
11. HOMOSEXUAL TENDENCIES ?	___	___
12. DEVIANT SEXUAL TENDENCIES THAT WOULD PROVOKE ASSAULT IN G/P ?	___	___

SECURITY RATING _____ SCORE _____
TIME _____ DATE _____ INTAKE OFFICER _____
CLASSIFICATION OFFICER _____

DATE REVIEWED _____ REASON _____
CHANGE IN STATUS FROM: _____ TO: _____
CLASSIFICATION OFFICER _____

DATE REVIEWED _____ REASON _____
CHANGE IN STATUS FROM: _____ TO: _____
CLASSIFICATION OFFICER _____

KEY:

00 POINTS - 35 POINTS	MINIMUM SECURITY
36 POINTS - 55 POINTS	MEDIUM SECURITY
56 POINTS & ABOVE	HIGH SECURITY

EVALUATING CLASSIFICATION PROCEDURES
CHEROKEE COUNTY DETENTION FACILITY

- Task 1: Select inmate classification rating criteria.
- Task 2: Compare current housing choices to preferred scheme.
- Task 3: Interpret the results answering the following questions:
1. How many people are inappropriately housed given the characteristics documented in the profile?
 2. Why have people been housed this way?
 3. To what extent does the existing facility contribute to housing decisions?
 4. Does the existing classification system result in inappropriate housing decisions?

Answers to these questions can be used two ways:

1. To identify improvements which could be made in the existing classification system.
2. To provide indicators of the type of housing and staffing required to deal with current and projected jail populations.