At the time of an inmate’s classification review, it may be determined that a reclassification of the inmate’s current custody assignment is necessary. The reason for a reclassification will fall into one of two categories: "aggravating" or "mitigating" circumstances.

**Aggravating Circumstances**

If it is determined that a reclassification is warranted and that the reclassification will be higher than the current classification due to aggravating circumstances such as a disciplinary infraction, a change in legal status (i.e., serious new felony charges added, status change from sentenced back to unsentenced due to new charges being added, etc.), use the Reclassification for Aggravating Circumstances Tree. Start on the left side of the tree by circling the inmate’s current custody level and move through the tree from that point to the reclassification assignment to the right (middle of the form) Circle the resultant reclassification custody level. Serious assaultive or escape-related disciplinary infractions may require use of the override option.

**Mitigating Circumstances**

If it is determined that a reclassification is warranted and that the reclassification will be lower than the current classification or that the current classification may likely stay unchanged, use the Reclassification for Mitigating Circumstances Tree. This would be due to mitigating circumstances such as periodic review for positive program involvement, positive attitude change, court/staff compliance, an extended period of disciplinary-free good behavior, a change in legal status from unsentenced to sentenced, removal of detainers, warrants, or holds, etc. Start on the left side of the tree (middle bar) by circling the inmate’s current custody level and move through the tree from that point to the reclassification assignment to the far right. Circle the resultant reclassification custody level.

If when conducting the classification review it is determined that the current classification is still appropriate, simply record the date, and name of the officer conducting the classification review and indicate no change in current classification level.

Classification staff should refer to this department’s specific training and classification policy and procedure for any more detailed guidance in conducting classification reviews and reclassifications.

**Classification Review and Reclassification Tree Split Instructions**

**Aggravating Circumstances Tree**

**Serious Assault/Escape Behavior Problem**: Since last classified and/or reviewed has the inmate committed or threatened a serious assault towards staff or other inmates, or attempted or made threats of an escape.

**Serious Non-Assault or Escape Behavior Problem**: Since last classified and/or reviewed has the inmate committed a major disciplinary infraction causing serious institutional disruption or concern other than for assault or escape?
Less Serious Behavior Problem: - Since last classified and/or reviewed has the inmate committed a major rule infraction or multiple minor rule infractions not involving a major assault or escape?

Serious Behavior Problem: - Since last classified and/or reviewed has the inmate committed a serious major rule infraction, such as assault, escape, weapons, etc.?

Legal Status Change: - Since last classified and/or reviewed has the inmate had additional serious charges added or, if a sentenced minimum-security inmate, have any new charges been added for which disposition is pending, including any new detainers or warrants from other jurisdictions?

Mitigating Circumstances Tree

Marked Improvement in Compliance or Positive Attitude Change: - Since last classified and/or reviewed has the inmate shown a marked improvement in his/her attitude and/or cooperation with staff and facility routine?

Program Effort, Positive Attitude Change, or Court/Staff Compliance: - Since last classified and/or reviewed has the inmate made positive steps in in-house program participation addressing his/her assessed needs and/or has the inmate shown a marked improvement in his/her attitude and cooperation with staff, facility routine, and recommendations? Note: An inmate is not eligible for a Custody Level lower than 3 if he/she was previously classified during this incarceration as a Custody Level 1 or 2 unless an override is used and documented.

Detainers or Warrants: - Does the inmate have any outstanding detainers, warrants, or other pending charges (not including those currently incarcerated for)?

Sentenced: - Is the inmate sentenced on all outstanding charges for which he/she is currently incarcerated?

Felony or GMD/Misdemeanor: - Is the most serious current offense a felony or a GMD/misdemeanor? Community Ties: - Has the inmate resided in the area (Crow Wing, Aitkin, Cass, Mille Lacs, or Morrison County) for one year or longer and/or has the inmate been steadily employed in Crow Wing County for six or more of the last twelve months? Note: This decision split is intended to determine the inmate's ties to the community. Note: This decision split is intended to determine the inmate's ties to the community. Each jail will need to determine what constitutes its geographic range definition of "community."

High Risk: - Is a flag identifying an inmate as being a serious threat to themselves or to the staff or fellow inmates (system risk). As a result of a high risk designation, a special high visibility or isolation placement may be warranted. If a high risk designation is warranted, check the high risk box that applies and note the specific reason in the Other/Comments section of the instrument. A high risk designation may or may not require an override to the decision tree. If it does require a deviation from the decision tree, complete the tree through normal procedure, then check Custody Level Override Recommended on the form and note your reason in the designated area. Then check the Custody Level Recommendation on the form you recommend as appropriate for this inmate.
**Sexual Violence Assessment:** - Each inmate must be screened using the Sexual Violence Assessment Tool. The Primary Likelihood Checklist must be completed. Based on the results of the Primary Likelihood Checklist, the Additional Potential VICTIM Checklist and/or Additional Potential PREDATOR Checklist must be completed. The inmate’s results of the Victim or Predator Continuum will be documented on the Classification Assessment. If the inmate is flagged as Highly Likely Victim or Highly Likely Predator an override may be necessary. A Highly Likely Victim shall not be housed with violent inmates, nor shall a Highly Likely Predator be housed with non-violent inmates.

**Special Condition:** - Is a flag identifying an inmate as having a need or condition which requires special attention such as Protective Custody, Keep Separate, Medical Issues, Physical or Psychological Impairment, or alcohol or drug withdrawal. If a special condition exists, check the special condition box that applies and note the specific reason in the Other/Comments section of the instrument. A special condition may or may not require an override to the decision tree. If it does require a deviation from the decision tree, complete the tree through normal procedure, then check Custody Level Override Recommended on the form and note your reason in the designated area. Then check the Custody Level Recommendation on the form you recommend as appropriate for this inmate.

**Overrides:** - If it is determined that circumstances requiring a deviation from the primary decision tree resulting in a security designation that is other than what would routinely occur by following the decision tree, it is designated an override. If you find it necessary to override the tree classification complete the tree through the normal procedure then check Custody Level Override Recommended on the form and note your reason in the designated area. Then check the Custody Level Recommendation on the form you recommend as appropriate for this inmate.

**Classification Approval:** - The Classification Officer or On-Duty Supervisor will review the Inmate Classification Instrument and will approve the inmate’s Classification Level.