State of Iowa Department of Corrections

Policy and Procedures

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Applicability: Institutions
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Iowa Code Reference: 902.5, 903A.2, 904.503 Chapter 4: INSTITUTIONAL SERVICES
Sub Chapter: CLASSIFICATION
Related DOC Policies: IS-RO-01
Administrative Code Reference: N/A
Subject: INCARCERATED INDIVIDUAL CLASSIFICATION PREA Standards: 115.41, 115.42(d)
Responsibility: Nick Lamb
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Authority:

1. PURPOSE

To describe the incarcerated individual classification system that shall be used by Iowa Department of Corrections (IDOC).

2. POLICY

1. The IDOC utilizes a comprehensive process of incarcerated individual assessment and reassessment that is sex-specific, advances incarcerated individual reentry, protects the public and addresses incarcerated individual needs.

2. The IDOC institutions utilize validated custody classification instruments for both initial and reclassification. Separate sex-specific instruments are used for female and male incarcerated individuals.

3. Incarcerated individuals will be assigned to institutional security levels consistent with their individual custody classification. Incarcerated individuals will be reclassified not less than once every 12 months, and incarcerated individual transfers between security levels will be initiated when warranted by updated classification data.

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3. DEFINITIONS - As used in this document:

A. Classification - A comprehensive process of incarcerated individual assessment, placement, and management designed to optimize public safety, allow the most efficient use of correctional resources, optimize safe and orderly operations, and address incarcerated individual needs.

B. Classification Committee/Treatment Team - A committee of correctional staff representing various components/interest of classification (i.e. security, mental health services and treatment programs.)

C. Custody Classification - The level of custody and security determined appropriate for an incarcerated individual based on the application of the custody classification criteria plus exceptional custody considerations. Incarcerated individuals are assigned to one of the following custody classifications: maximum, medium, minimum, minimum work out, or minimum live-out.

D. Custody Override - A process of applying exceptional custody considerations, including staff experience and judgment, to classify the incarcerated individual to a custody classification other than that indicated by the incarcerated individual's custody score.

E. Custody Score - The sum of the scores and/or application of approved override for the respective classification criteria rated according to the incarcerated individual’s current status and prior criminal and institutional history.

F. Maximum Custody - Incarcerated individuals assigned to this custody classification present a serious and real threat to institutional security, including threat of physical harm to staff or other incarcerated individuals or may be considered a serious escape risk.

G. Medium Custody - Incarcerated individuals assigned to this custody classification present potential risk for escape and/or requires a structured environment.

H. Minimum Custody - Incarcerated individuals assigned to this custody classification are considered to be a minimal escape risk and demonstrate stable behavior.

I. Minimum Work Out - Incarcerated individuals assigned to this custody level may work outside a secure perimeter, have off grounds work assignments or participate in furloughs.

J. Minimum Live Out - Incarcerated individuals assigned to this custody classification are sufficiently stable to reside in an opened non secured environment.

4. PROCEDURES

A. Incarcerated individual Custody Classification

1. Staff will use procedures defined in **IS-CL-02 Attachment A** *IDOC Incarcerated Individual Classification System Manual* to determine an incarcerated individual's custody classification. These procedures include initial classification and reclassification for both male and female incarcerated individuals, as well as, specific instructions for assigning an incarcerated individual to a custody classification other than that indicated by their custody score.

2. Modification of an incarcerated individual's score-based custody classification requires using the criteria in Section 5 of the IDOC Incarcerated individual Classification System Manual and supervisory approval at the institution decision 1 level. Assignment of an incarcerated individual to minimum work-out or minimum live-out requires approval at the institution decision 2 level.

3. All incarcerated individuals will be classified within one of the following custody classifications:

    a. Maximum Custody

    b. Medium Custody

    c. Minimum Custody

    d. Minimum Work Out

e. Minimum Live-Out

B. Custody Classification

1. An incarcerated individual's custody classification shall not restrict the IDOC from assigning an incarcerated individual to any institution authorized by the Director/Designee.

2. Nothing in these standards shall infer a right to placement in any custody classification. In their deliberations, institutional classification committees may also take into account custody related issues not anticipated in this policy.

C. Classification Procedures

Uniform procedures shall be utilized in the classification of incarcerated individuals.

1. Except in unusual circumstances, review of prior record, initial classification, and evaluation of incarcerated individuals shall be completed within 45 days after admission to reception. The Deputy Director of Institution Operations/Designee shall be responsible for initial institutional assignment of all reception incarcerated individuals.

2. Each institution shall establish a classification committee/treatment team to evaluate the security and treatment needs of each individual incarcerated individual following the initial classification assignment and assessment recommendations.

    a. Each incarcerated individual is assigned a case manager to ensure supervision and personal contact.

    b. Each incarcerated individual shall be given notice and the opportunity to appear personally before the classification committee/treatment team, for purposes of review, a minimum of once every 12 months.

    c. Placement and programming assignments for each transgender and intersex incarcerated individual shall be reviewed once every

6 months to include any threats to safety experienced by the incarcerated individual.[1]

d. For special needs incarcerated individuals, the classification committee/treatment team shall seek and utilize input from clinicians when making decisions related to housing, programs or transfers. A Mental Health Treatment Plan involving the incarcerated individual, as well as the treatment and clinical staff responsible for the incarcerated individual's progress, shall be developed for incarcerated individuals with mental illness.

e. The classification committee/treatment team shall assess and determine any special housing needs of the incarcerated individual.

f. A new SVP-R shall also be added and reviewed for accuracy. (See SVP-R Scoring Guide attached to IDOC Policy **IS-RO-01** *Incarcerated Individual Admission Procedures*) An updated SVP shall be completed by the receiving facility upon transfer to an institution or residential facility per **PREA Standard 115.41**.[2]

   Note: Contact psychologist if there is a concern as a result of the assessment.

g. At annual reviews, the classification committee/treatment team shall ensure that an updated custody classification has been completed within the past year and that the accuracy of all active Records Alerts/Keep Separates and emergency contact information is reviewed.

   Classification decisions are not grievable. Each institution shall have written procedures for incarcerated individuals to appeal classification decisions. Appeals beyond the institutional level are not allowed. If an incarcerated individual declines to appear before the classification committee/treatment team, that will waive their appeal rights.

h. A classification review shall be conducted when a significant change occurs – including anytime the incarcerated individual is found guilty of a major report, a transfer is requested, or IBOP action is anticipated or requested.

[1] PREA Standards §115.42(d)
[2] PREA Standards §115.41

i. When evidence shows communication was used for the introduction of any contraband into the institution, the Classification Team may restrict all communication for up to, but no more than 90 days.

j. The status of any detainer filed against an incarcerated individual shall be reviewed any time the incarcerated individual is being considered for a custody classification less than medium or for release to the community.

k. Documentation of decisions made by the classification committee/treatment team shall be placed in the incarcerated individual's ICON record.