



## SUPERVISION LEVELS

### POLICY.

It is the policy of the Deschutes County Sheriff's Office – Adult Jail (AJ) to assign supervision levels to all inmates lodged in each facility.

### PURPOSE.

The purpose of this policy is to allow inmates the opportunity to be confined in this least restrictive environment, while maintaining the safety, security and orderly operation of the facility.

### OREGON JAIL STANDARDS:

- C-104 Function of Classification

### REFERENCES:

- AJ Policy [CD-6-2, Inmate Rights and Privileges](#)

### DEFINITIONS.

**Administrative Segregation (A-Seg).** Housing an inmate away from the general population because of a need or risk. It restricts contact with other inmates. It includes, but is not limited to, inmates classified 8-maximum, in prehearing detention, in protective custody, who are suicidal, or who need medical or behavioral health segregation. A-Seg is nondisciplinary in nature.

**Custody Level.** A ranking to identify the specific degree of physical control and member supervision an inmate needs. It has eight levels: 1-minimum, 2-minimum, 3-minimum, 4-medium, 5-medium, 6-medium, 7-close, and 8-maximum.

**Disciplinary Segregation (D-Seg).** A disciplinary sanction that houses an inmate away from the general population. D-Seg carries severe limits on privileges, access to personal property, and out-of-cell time.

**General Population.** Housing that allows inmates to mix with each other and have certain living area privileges. It is for maximum, medium, or minimum custody inmates that do not have needs or risks that call for segregation.

**High Profile.** Inmates who may require increased security or special housing based on intense media coverage or public concern as a result of their alleged crime.

**Initial Classification.** A basic assessment done to best determine where to first lodge an inmate after intake. It identifies the immediate needs and risks based on information members know at intake.

**Lodge.** To place an inmate in a living area within the jail.

**Maximum Custody.** The security category with the highest degree of custody and supervision practices. Includes highly secure housing and restricts inmates to their cells. Has separate management procedures for activities. It includes custody levels 7-close and 8-maximum.

**Medical Segregation (M-Seg).** Housing inmates apart from the general population due to a medical or mental health condition. It is a form of administrative segregation.

**Medium Custody.** The midrange custody and supervision security category. Assigned to inmates with moderate risks. Housing assignments include 2-person cells or dormitories with common living areas, and offers a variety of activities and programs. It includes the custody levels 4-medium, 5-medium, and 6-medium.

**Minimum Custody.** The lowest custody and supervision security category, assigned to inmates who are low risk. Housing assignments include 2-person cells or dormitories with common living areas, and provides a strong emphasis on activities and programs. It includes the custody levels 1-minimum, 2-minimum, and 3-minimum.

**Noncompliant Behavior.** Actions by an inmate that are violent, disruptive, or uncooperative.

**Objective Classification.** A data collection and decision-making process that uses known facts and a rating system to determine an inmate's custody level, special and program needs and eligibility, and housing assignment.

**Override.** To assign a different custody level than what objective classification tools indicate it should be. Supervisors and classification specialists may override when there is documented information not considered in classification tools.

**Primary Classification.** The first in-depth classification of an inmate following their initial classification. It uses objective classification tools to determine an appropriate custody level.

**Protective Custody.** The administrative segregation of an inmate who asks for or needs protection from other inmates.

**Reclassification.** Changing an inmate's custody level because of a classification review.

**Segregation.** The confinement of an inmate to an individual cell and living area that is separate from the general population. Members strictly limit and control time out of their cell.

Segregation does not include inmates in general population housing while in lockdown, because of supervisory needs or inmates who are serving a cell restriction or loss of privilege sanction. Ideally, the use of segregation and isolation will be rare. The shift supervisor will ensure eligible segregated inmates spend – at a minimum – two hours out of cell time each day. Additionally, some A-Seg and M-Seg inmates may be eligible for up to four hours out of cell time per day.

**Supervision Level.** The manner in which an inmate is supervised based on the inmate’s behavior while in custody by the level of confinement, inmate association and privileges allowed.

**Target Population.** An inmate with a known psychiatric history, past or current use of psychiatric medications, and/or who appears to be suicidal, severely depressed, psychotic, severely anxious or agitated.

**Unclassified.** An inmate who has not had primary classification completed for the current booking.

**Violent Inmate.** Any inmate who demonstrates a propensity towards violence. May include prior assaults against members or other inmates, or prior felony assaultive convictions.

**Vulnerable.** A need that puts an inmate at high risk of being a victim of violence, intimidation, or other harm by other inmates. It may include being a criminally unsophisticated first offender, young looking, elderly, homosexual, transgender, physically weak, or having victims who were young or elderly. Being vulnerable sometimes calls for protective custody.

## PROCEDURES.

### *SECTION A: GENERAL GUIDELINES*

- A-1.** Inmates are assigned a supervision level based on a combination of their classification level and behavior.
- A-2.** Supervision levels are progressive, as outlined in *Supervision Level Grid Form No. 415*. Higher supervision levels provide for a more restrictive environment and fewer privileges. Lower supervision levels afford the inmate a less restrictive environment and more privileges.
- A-3.** Regardless of the inmate’s current supervision level, non-compliant behavior will result in the inmate being returned to a higher supervision level or segregation (D-Seg), whichever is more appropriate.
- A-4.** Appropriate behavior and compliance with facility rules will normally result in the inmate being housed or moved to a less restrictive supervision level.

- A-5.** Housing units are assigned specific supervision levels, as outlined in the *Supervision Level Grid Form No. 415*. However, the areas of confinement may change to effectively manage the population of the facility.
- A-6.** Inmates classified as maximum-8 or close-7 may only progress to Supervision Level III. Inmates with a classification of medium-6 or lower may progress to Supervision Level II or I.

**SECTION B: SUPERVISION LEVEL V**

- B-1.** Inmates assigned to Level V require close supervision due to the inmate's disruptive behavior.
- B-2.** Inmates assigned to Level V will have limited contact with other inmates. Male inmates will be housed in unit 300, 900, or 1100 and female inmates will be housed in unit 1600 or 1900.
- B-3.** Inmates assigned to Level V will have restricted or limited privileges, as outlined in the *Supervision Level Grid Form No. 415*.
- a. Dayroom access (out of cell time) is two (2) hours per day.
  - b. Exercise – outdoor recreation up to four (4) days per week, one (1) hour per day.
  - c. Commissary (restricted to hygiene pack and writing material only).
  - d. Telephone (restricted to attorney calls only).
  - e. Reading Material (religious material and books only – no library books).
  - f. Visiting (limited to attorney and religious only).
  - g. Television (restricted to orientation).
  - h. Programs (restricted).
  - i. Religious materials.

Supervision Level V inmates will have a total of two (2) hours out of cell time per day and an additional one (1) hour of recreation time on scheduled days.

- B-4.** Level V inmates meet one or more of the following criteria:
- a. Pending disciplinary hearings.
  - b. Serving disciplinary sanctions.
  - c. High risk factors.
  - d. Classification level of maximum, medium and minimum.
- B-5.** Level V inmates may progress to Level IV by meeting one or more of the following criteria:
- a. No current or pending disciplinary matters.
  - b. Maintain appropriate behavior and compliance with facility rules.
  - c. Diminishing risk factors.
  - d. Classification level of maximum, medium and minimum.

**SECTION C: SUPERVISION LEVEL IV**

- C-1.** Inmates assigned to Level IV require controlled supervision for the following reasons:
- a. Primary classification purposes.
  - b. Orientation of newly admitted inmates.
  - c. To reduce introduction of contraband into the facility.
  - d. Disregard for the rules of the facility.
- C-2.** Inmates assigned to Level IV will normally have limited contact with other inmates. Male inmates will be housed in units 900, 1100 and 2000 and female inmates will be housed in unit 1600 or 1900.
- C-3.** Inmates assigned to Level IV will normally have restricted or limited privileges, as outlined in the *Supervision Level Grid Form No. 415*.
- a. Dayroom access (limited to two (2) hours per day).
  - b. Exercise outdoor recreation (limited to four (4) days per week, one (1) hour per day).
  - c. Commissary (limited)
  - d. Telephone (limited).
  - e. Reading Material (three (3) library books).
  - f. Visiting (limited to attorney and religious only).
  - g. Television (limited to orientation video).
  - h. Programs (restricted).
  - i. Religious Material and books.
- Supervision Level IV inmates will have two (2) hours of out of cell time per day, not including recreation yard access.
- C-4.** Level IV inmates meet one or more of the following criteria:
- a. Pending classification.
  - b. Pending disciplinary hearings. (may retain commissary pre-hearing)
  - c. Serving disciplinary sanctions.
  - d. Inmates that have just served disciplinary detention time.
  - e. Inmates with risk factors that require an increase in supervision or special attention but not necessarily segregation.
  - f. Classification level of maximum, medium and minimum.
- C-5.** Level IV inmates may progress to Level III by meeting one or more of the following criteria:
- a. Completion of primary classification procedure (up to 72 hours excluding weekends and/or holidays).
  - b. Re-classification to a lower level.
  - c. No current or pending disciplinary matters.
  - d. Maintain appropriate behavior and compliance with facility rules.
  - e. Diminishing risk factors.

**SECTION D: SUPERVISION LEVEL IV – Commissary Ok**

- D-1.** Inmates assigned to Level IV – Commissary Ok require controlled supervision.
- D-2.** Inmates assigned to Level IV – Commissary Ok will normally have limited contact with other inmates and are on Administrative Segregation. Male inmates will be housed in units 100, 300, 900, 1100 and 2000 and female inmates will be housed in unit 1600 or 1900.
- D-3.** Inmates assigned to Level IV – Commissary Ok will normally have restricted privileges.
- a. Dayroom access (limited to two (2) hours per day).
  - b. Inmates on protective custody or segregated for medical or behavioral health reasons will – at a minimum – receive two hours out of cell time each day. Whenever safe, practical and possible, members will allow and encourage at least four hours out of cell time alone or with other similarly classified inmates. Behavioral health members will regularly review the status of inmates segregated for behavioral health reasons and will advise members of which inmates are appropriate for group out of cell time.
  - c. Members will notify a supervisor and document the reason(s) why an eligible inmate did not receive at least two hours out of cell time per day.
  - d. Exercise outdoor recreation (limited to four (4) days per week, one (1) hour per day).
  - e. Commissary (full privileges).
  - f. Telephone (limited to dayroom time).
  - g. Reading Material (three (3) library books).
  - h. Visiting.
  - i. Television (limited to dayroom time).
  - j. Programs (restricted or alternative).
  - k. Religious materials.
- D-4.** Level IV – Commissary Ok inmates may progress to Level III by meeting one or more of the following criteria:
- a. Reclassification to a lower level.
  - b. No current or pending disciplinary matters.
  - c. The medical or behavioral health restrictions no longer exist.
  - d. Maintain appropriate behavior and compliance with facility rules.
  - e. Diminishing risk factors.
  - f. Classification level of minimum or medium.
  - g. Request to be removed from Protective Custody.

**SECTION E: SUPERVISION LEVEL III**

- E-1.** Inmates assigned to Level III require limited controlled supervision.
- E-2.** Inmates assigned to Level III have displayed proper behavior and compliance with facility rules. Male inmates will be housed in units 500, 700 and 2000 and female inmates will be housed in unit 1600 or 1900.
- E-3.** Inmates assigned to Level III will normally have restricted privileges, as outlined in the Supervision Level Grid Form No. 415.
- Dayroom access (limited to six (6) hours per day).
  - Exercise outdoor recreation (limited to four (4) days per week, one (1) hour per day).
  - Commissary (full privileges).
  - Telephone (limited).
  - Reading Material (one (1) library book).
  - Visiting.
  - Television (limited).
  - Programs (limited, not approved for inmate worker).
  - Religious materials.
- E-4.** Level III inmates may progress to Level II by meeting one or more of the following criteria:
- Reclassification to a lower level.
  - No current or pending disciplinary matters.
  - Maintain appropriate behavior and compliance with facility rules.
  - Diminishing risk factors.
  - Classification level of minimum or medium.
- D-5.** Level III inmates with a classification level of maximum-8 or close-7 will remain at Level III.

**SECTION F: SUPERVISION LEVEL II**

- F-1.** Inmates assigned to Level II require limited controlled supervision.
- F-2.** Inmates assigned to Level II have displayed proper behavior and compliance with facility rules. Male inmates will be housed in units 200, 400, 600, 800, 1000, 1200, 1300, and 1400. Female inmates will be housed in units 1700 and 1800.
- F-3.** Inmates assigned to Level II will have access to all privileges permitted within the facility, as outlined in the *Supervision Level Grid Form No. 415*.
- Dayroom access (5:00 a.m. –11:00 p.m. daily).
  - Exercise outdoor recreation (limited to four (4) days per week, one (1) hour per day).
  - Commissary (full privileges).
  - Telephone (5:00 a.m. – 11:00 p.m.).

- e. Reading Material (three (3) library books).
- f. Visiting.
- g. Television.
- h. Programs.
- i. Religious Materials.

**F-4.** Level II inmates may progress to Level I by meeting one or more of the following criteria:

- a. Sentenced and assigned to the Inmate Worker Program.
- b. Reclassification to a lower level.
- c. No current or pending disciplinary matters.
- d. Maintain appropriate behavior and compliance with facility rules.

**F-5.** Inmates assigned to Level II must be a classification level of minimum-1, minimum-2, minimum-3, medium-4, medium-5 or medium-6.

### ***SECTION G: SUPERVISION LEVEL I***

**G-1.** Inmates assigned to Level I require limited controlled supervision.

**G-2.** Inmates assigned to Level I have displayed proper behavior and compliance with facility rules. Male inmates will be housed in the designated inmate worker dorm(s) and all Work Center (WC) dorms. Female inmates will be housed in unit 1700 and 1800.

**G-3.** Inmates assigned to Level I will have access to all privileges permitted within the facility, as outlined in the *Supervision Level Grid Form No. 415*.

- a. Dayroom access (5:00 a.m. to 11:00 p.m. daily).
- b. Exercise outdoor recreation (limited to four (4) days per week, one (1) hour per day).
- c. Commissary (full privileges).
- d. Telephone (5:00 a.m. to 11:00 p.m.).
- e. Reading Material (Three (3) library books).
- f. Visiting.
- g. Television.
- h. Programs.

**G-4.** Inmates assigned to Level I must be a classification level of minimum-1, minimum-2, minimum-3, medium-4, medium-5 or medium-6.

### ***SECTION H: SUPERVISION LEVEL RESPONSIBILITY AND REVIEW***

**H-1.** Supervisor are responsible to oversee classification and supervision reviews to ensure compliance.



**H-2.** Shift supervisors will review eligible inmates in the JMS daily. Eligible inmates will be reviewed and considered for reassignment to the next less restrictive supervision level based on the following schedule:

- a. Inmates assigned to Level V should be reviewed daily.
- b. Inmates assigned to Level IV should be reviewed every three (3) days.
- c. Inmates assigned to Level IV – Commissary Ok should be reviewed daily.
- d. Inmates assigned to Level III should be reviewed every five (5) days.
- e. Inmates assigned to Level II should be reviewed every seven (7) days.
- f. Inmates assigned to Level I should be reviewed every thirty (30) days.

**H-3.** Supervision level moves may be delayed or accelerated due to housing availability. If an inmate's supervision level move is delayed, he will be reviewed daily until appropriate housing becomes available.

**FORMS USED:**

- Supervision Level Grid Form No. 415