

Orleans Parish Sheriff's Office
Immediately Required Positions

March 5, 2014 (v.5)

From Monitor 03 04 14 DRAFT
Staffing to Meet Consent Judgment

Position	Source	Salary	Fringe @ 35%	Total	Total for 2014	CJ Reference
Administrative Assistant/Classification	NOCS	\$32,702	\$11,446	\$44,148	\$18,395	IV.A.10. pg. 17
Administration Assistant/HR Administrator	NOCS	\$32,702	\$11,446	\$44,148	\$18,395	IV.A.6. pg. 13
Administration Assistant/Policy Development	NOCS	\$32,702	\$11,446	\$44,148	\$18,395	VII.H (corrected B.). pg 39
Administration Assistant/Training	NOCS	\$32,702	\$11,446	\$44,148	\$18,395	IV.A.2,.6,8 .pgs 6, 14,17
Administrative Assistant/Compliance Coordinator	NOCS	\$32,702	\$11,446	\$44,148	\$18,395	VII. I.pg 39. (C. corrected)
Classification Manager	LADOC	\$53,004	\$18,551	\$71,555	\$29,815	IV.A.6, 10. Pgs. 13, 17.
Classification Technician	LADOC	\$40,430	\$14,151	\$54,581	\$22,742	IV.A.6, 10. Pgs. 13, 17.
Classification Technician	LADOC	\$40,430	\$14,151	\$54,581	\$22,742	IV.A.6, 10. Pgs. 13, 17.
Classification Technician	LADOC	\$40,430	\$14,151	\$54,581	\$22,742	IV.A.6, 10. Pgs. 13, 17.
Compliance Coordinator	NOCS	\$44,061	\$15,421	\$59,482	\$24,784	VII. I.pg 39. (C. corrected)
Corrections Deputies (100), Current Salary (See below salary adjustment)		\$21,169	\$7,409	\$28,578	\$1,428,908	IV.A.6. pg 13
Environmental Health Inspector	NOCS	\$60,108	\$21,038	\$81,146	\$33,811	IV.D. pg 31
Fire and Life Safety Director	NOCS	\$74,242	\$25,985	\$100,227	\$41,761	IV.E. pg 34
Fire and Life Safety Inspector	NOCS	\$60,108	\$21,038	\$81,146	\$33,811	IV.E. pg 34
Human Resources Administrator	LADOC	\$69,482	\$24,319	\$93,801	\$39,084	IV.A.6. pg. 13
Human Resources Specialist	LADOC	\$46,280	\$16,198	\$62,478	\$26,033	IV.A.6. pg. 13
Human Resources Specialist	LADOC	\$46,280	\$16,198	\$62,478	\$26,033	IV.A.6. pg. 13
Inmate Discipline Coordinator	LADOC	\$40,430	\$14,151	\$54,581	\$22,742	IV.A.5.a.,l. pgs 12, 13
Inmate Grievance Coordinator	LADOC	\$40,430	\$14,151	\$54,581	\$22,742	IV.A.11. pg 18
Internal Investigator	NOCS	\$60,108	\$21,038	\$81,146	\$33,811	IV.A.8.pg 16
Internal Investigator	NOCS	\$60,108	\$21,038	\$81,146	\$33,811	IV.A.8.pg 16
Maintenance - Carpenter	NOCS	\$37,027	\$12,959	\$49,986	\$24,993	IV.D.1,2. pgs 31-32

Orleans Parish Sheriff's Office
Immediately Required Positions

March 5, 2014 (v.5)

Position	Source	Salary	Fringe @ 35%	Total	Total for 2014	CJ Reference
Maintenance - IT - Facility Dude Work Order System	LADOC	\$48,594	\$17,008	\$65,602	\$32,801	IV.D.1,2. pgs 31-32
Maintenance - Journeyman Plumber	NOCS	\$42,980	\$15,043	\$58,023	\$29,012	IV.D.1,2. pgs 31-32
Maintenance - Journeyman Plumber	NOCS	\$42,980	\$15,043	\$58,023	\$29,012	IV.D.1,2. pgs 31-32
Maintenance - Journeyman Plumber	NOCS	\$42,980	\$15,043	\$58,023	\$29,012	IV.D.1,2. pgs 31-32
Maintenance - Kitchen Maintenance	LADOC	\$37,128	\$12,995	\$50,123	\$25,061	IV.D.1,2. pgs 31-32
Maintenance - Licensed Electrician	NOCS	\$31,899	\$11,165	\$43,064	\$17,943	IV.D.1,2. pgs 31-32
Maintenance - Licensed Electrician	NOCS	\$31,899	\$11,165	\$43,064	\$17,943	IV.D.1,2. pgs 31-32
Maintenance - Locksmith	NOCS	\$31,899	\$11,165	\$43,064	\$17,943	IV.D.1,2. pgs 31-32
Maintenance - Plumber Apprentice	NOCS	\$42,980	\$15,043	\$58,023	\$29,012	IV.D.1,2. pgs 31-32
Maintenance - Plumber Apprentice	NOCS	\$42,980	\$15,043	\$58,023	\$29,012	IV.D.1,2. pgs 31-32
Maintenance - Welder Technician	LADOC	\$49,478	\$17,317	\$66,795	\$33,398	IV.D.1,2. pgs 31-32
Medical Mental Health Quality Management/Contract Management	NOCS	\$44,061	\$15,421	\$59,482	\$24,784	IV. C. 2.a.b. pg 30-31
Policy/Development/Implementation	NOCS	\$44,061	\$15,421	\$59,482	\$24,784	VII.H (corrected B.). pg 39
Policy/Development/Implementation	NOCS	\$44,061	\$15,421	\$59,482	\$24,784	VII.H (corrected B.). pg 39
Policy/Development/Implementation	NOCS	\$44,061	\$15,421	\$59,482	\$24,784	VII.H (corrected B.). pg 39
PREA Coordinator (part-time)	LADOC	\$40,430	\$14,151	\$54,581	\$22,742	IV. A. 12. pg 19
Recruiter	LADOC	\$35,308	\$12,358	\$47,666	\$19,861	IV.A.6.
Recruiter	LADOC	\$35,308	\$12,358	\$47,666	\$19,861	IV.A.6.
Sanitation and Environment Health Director	NOCS	\$74,242	\$25,985	\$100,227	\$41,761	IV.D. pg 31
Trainer	NOCS	\$44,061	\$15,421	\$59,482	\$24,784	IV.A.2,.6,8 .pgs 6, 14,17
Trainer	NOCS	\$44,061	\$15,421	\$59,482	\$24,784	IV.A.2,.6,8 .pgs 6, 14,17

Orleans Parish Sheriff's Office
Immediately Required Positions

March 5, 2014 (v.5)

Position	Source	Salary	Fringe @ 35%	Total	Total for 2014	CJ Reference
Trainer	NOCS	\$44,061	\$15,421	\$59,482	\$24,784	IV.A.2,.6,8 .pgs 6, 14,17
Trainer	NOCS	\$44,061	\$15,421	\$59,482	\$24,784	IV.A.2,.6,8 .pgs 6, 14,17
Trainer	NOCS	\$44,061	\$15,421	\$59,482	\$24,784	IV.A.2,.6,8 .pgs 6, 14,17
Trainer	NOCS	\$44,061	\$15,421	\$59,482	\$24,784	IV.A.2,.6,8 .pgs 6, 14,17
Transition Team	LADOC	\$41,402	\$14,491	\$55,893	\$23,289	VI.C. pg 38
Transition Team	LADOC	\$41,402	\$14,491	\$55,893	\$23,289	VI.C. pg 38
Transition Team	LADOC	\$41,402	\$14,491	\$55,893	\$23,289	VI.C. pg 38
Transition Team	LADOC	\$41,402	\$14,491	\$55,893	\$23,289	VI.C. pg 38
Youthful Offender Program Coordinator	LADOC	\$40,430	\$14,151	\$54,581	\$22,742	IV.G.pg 37
Subtotal		\$2,275,372	\$796,380	\$3,071,752	\$2,740,448	
Contracts:						
Human Resources Development		\$100,000			\$100,000	IV.A.6. pg 13
Background Investigations		\$100,000			\$100,000	IV.A.6. pg 13
Language Line		\$50,000			\$50,000	IV.F.1-4 pgs 36-37
Jail Information System		\$1,500,000			\$1,500,000	IV.A.7. pgs 14-16
Jail Medical and Mental Health Services (7 months)		5,000,000			5,000,000	IV.B.C. pgs 20-31
Subtotal		\$6,750,000			\$6,750,000	

Orleans Parish Sheriff's Office
 Immediately Required Positions

March 5, 2014 (v.5)

Other:						
Computers/Word Processors (25)	\$289 *25				\$7,225	All above
Printers (10)	\$51.99 * 10				\$520	All above
Desks (25)	\$349.99*25				\$8,750	All above
Desk chairs (25)	\$59.90*25				\$1,500	All above
Storage Cabinets (20)	\$179.99 *20				\$3,600	All above
Office Supplies (administration, human resources, training, transition, fire and life safety, environment health and sanitation, recruitment, all other functions noted above)	\$25,000				\$25,000	All above
Uniform/equipments for new employees (N=100)	\$1,500 for 100 new hires				\$150,000	IV.A.6.pg 13
Laundry Operation Relocation					\$1,000,000	IV.D. pg 31
Recruiting Expenses	\$50,000				\$50,000	IV.A.6.pg 13
Subtotal					\$1,246,594	
Total					\$10,737,042	
Position	Source	Salary	Fringe @ 35%	Total	Total for 2014	CJ Reference
Salary Adjustments						
Corrections Deputies @ \$33,000/annual salary (minus current salary, above)		\$33,000	\$11,550	\$44,550	\$798,593	See cover memo
Salary Adjustment - OPSO Employees					\$10,747,923	See cover memo
Subtotal					\$11,546,515	
Total					\$22,283,557	

Orleans Parish Sheriff's Office
Immediately Required Positions

March 5, 2014 (v.5)

References:

NOSC Administrative Support Specialist I

<http://www.nola.gov/getattachment/Civil-Service/Jobs/Job-Postings/Cc0029/Cc0029.pdf/>

Medical Mental Health Quality Management/Contract Management

<http://www.nola.gov/getattachment/Civil-Service/Jobs/Job-Postings/Cc0363/cc0363pr.pdf/>

Sanitation and Environment Health Director, Fire and Life Safety Director

<http://www.nola.gov/getattachment/Civil-Service/Jobs/Job-Postings/Cc4023/Cc4023.pdf/>

Maintenance Technician

<http://www.nola.gov/getattachment/Civil-Service/Jobs/Job-Postings/Cc1760/CC1760.pdf/>

Internal Investigator

<http://www.nola.gov/getattachment/Civil-Service/Jobs/Job-Postings/Cc0707/Cc0707.pdf/>

Fire and Life Safety Inspector, Sanitation Inspector

<http://www.nola.gov/getattachment/Civil-Service/Jobs/Job-Postings/Cc0720/Cc0720b-IG.pdf/>

Compliance Coordinator

<http://www.nola.gov/getattachment/Civil-Service/Jobs/Job-Postings/Cc0363/cc0363pr.pdf/>

Policy/Development/Implementation

<http://www.nola.gov/getattachment/Civil-Service/Jobs/Job-Postings/Cc0363/cc0363pr.pdf/>

Trainer

<http://www.nola.gov/getattachment/Civil-Service/Jobs/Job-Postings/Cc0363/cc0363pr.pdf/>

Maintenance - Carpenter

<http://www.nola.gov/getattachment/Civil-Service/Jobs/Job-Postings/Cc8044carp/cc8044Carp.pdf/>

Orleans Parish Sheriff's Office
Immediately Required Positions

March 5, 2014 (v.5)

Maintenance - Plumber, Plumber Apprentice

<http://www.nola.gov/getattachment/Civil-Service/Jobs/Job-Postings/Cc8046PL/Cc8046Plumb2.pdf/>

LADOC

Classification Manager - Correctional Program Manager 2

Classification Technician - Professional Counselor 2

Human Resources Administrator - Human Resources Director D

Human Resource Specialist - Human Resource Specialist

Youthful Offender Program Manager - Professional Counselor 3

Inmate Grievance Coordinator - Social Worker 3

Inmate Discipline Coordinator - Social Worker 3

PREA Coordinator - Social Worker 3

Transition Team - Captain

Recruiter - Human Resource Analyst B

Maintenance - IT - Facility Dude Work Order System - Electronic Technician Advanced

Maintenance - Welder - Welder Foreman

Maintenance - Kitchen Maintenance - Mobile Equipment Master Mechanic

Equipment:

Computers

http://www.amazon.com/Dell-GX620-Professional-Professionally-Refurbished/dp/B0050D1XMG/ref=sr_1_5?s=pc&ie=UTF8&qid=1393951467&sr=1-5&keywords=desktop+computer

Printers

http://www.amazon.com/HP-CX027B-BEV-Deskjet-All-in-One/dp/B008KX6B1G/ref=sr_1_3?s=electronics&ie=UTF8&qid=1393951606&sr=1-3&keywords=printers

Desks

http://www.staples.com/Hon-34000-Series-Steel-Desks/product_SS1034219

Desk Chairs

http://www.staples.com/desk+chair/directory_desk+chair?

File Cabinets

http://www.staples.com/Staples-Vertical-File-Cabinet-26-1-2-inch-4-Drawer-Letter-Size/product_470383

U.S. DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
FILED 4-17-2014
WILLIAM W. BLEVINS
CLERK

PARTIAL SETTLEMENT AGREEMENT

This Partial Settlement Agreement (hereinafter, the "Agreement") is made on this ___ day of April, 2014, by and between Marlin N. Gusman, Sheriff of Orleans Parish (the "Sheriff"), on behalf of the Orleans Parish Sheriff's Office (the "OPSO") and the City of New Orleans (the "City") (the aforementioned parties being sometimes referred to as the "Parties"). The Parties hereby agree as follows:

WHEREAS, the Sheriff filed a third-party complaint naming the City as a third-party defendant as part of the litigation captioned *Lashawn Jones, et al. v. Marlin N. Gusman, et al.*, Case No. 12-859 (the "Third-Party Complaint"); and

WHEREAS, the Parties have agreed to resolve and compromise those differences cited herein regarding funding with respect to certain issues related to compliance with the Consent Judgment entered into as part of the litigation captioned *Lashawn Jones, et al. v. Marlin N. Gusman, et al.* (the "Tier 1 Issues") including but not limited to the issues involved in the forthcoming April 21, 2014 hearing after receiving input from the Lead Monitor through multiple meetings and telephonic conferences; and

NOW THEREFORE, in view of the foregoing, and in consideration of the payments and obligations set forth below, the Sheriff and the City give the following releases, and promise, represent, and acknowledge the following:

1. The following definitions shall apply to the Agreement:
 - a. The "City Released Parties" shall mean the City of New Orleans and all of its present, former, and future elected officials, officers, employees, agents, consultants, servants, representatives, attorneys, insurers, successors, and assigns.
 - b. The "Third-Party Complaint" shall mean the third-party litigation commenced by the Sheriff against the City, as part of the lawsuit captioned *Jones, et al. v. Gusman, et al.*, Case No. 12-859.
2. The Sheriff, for himself and on behalf of the OPSO, agrees to dismiss all claims asserted against the City with respect to funding for the Tier 1 Issues (which are described in Paragraph 3, below) for fiscal year 2014, as well as the Sheriff's request for additional funding for the purchase of computer equipment for use in the new jail facility.
3. In consideration of the agreements, promises, and representations contained in this Agreement, the Parties agree as follows:
 - a. The OPSO shall hire and/or contract for certain senior management positions, focusing on operational issues related to the transition to the new jail facility and management/leadership functions in support of and at the direction of the Jail Administrator as soon as practicable. Such positions may include individuals hired or deployed to assist with and improve fire and life safety,

sanitation, and a corrections management specialist. The City shall provide reasonable interim funding not to exceed ONE HUNDRED THOUSAND U.S. DOLLARS AND NO CENTS (\$100,000.00) for the remainder of fiscal year 2014 to pay for the costs incurred by the OPSO for the hiring of and/or contracting for these 2014 positions. The obligations of the parties pursuant to this sub-paragraph (a) are in addition to and are not affected by the hiring of any individual or expenditure of funds by the OPSO pursuant to any other sub-paragraph of Paragraph 3 of the Agreement.

- b. The OPSO shall take the following actions with respect to its human resources department:
 - i. The OPSO shall retain a consultant to develop pay structures, develop and/or refine job descriptions, organize the OPSO's human resources functions, and assist in hiring a human resources director for the OPSO. The OPSO shall retain this consultant no later than May 16, 2014.
 - ii. A consultant retained by the OPSO, either the consultant retained by the OPSO pursuant to Paragraph 3(b)(i) or an additional consultant retained by the OPSO if necessary, shall review the operations of the OPSO and the City and, as a human resources infrastructure is developed for the OPSO, recommend opportunities for the sharing of human resources/personnel services between the OPSO and the City to reduce duplication and expense. The consultant shall prepare a written report regarding such areas of potential partnership between the OPSO and the City no later than June 15, 2014.
 - iii. With respect to any consultant(s) retained by the OPSO pursuant to this paragraph, the OPSO shall immediately notify the City of the identity of the consultant and provide the City with a copy of the consultant's written scope of work and/or contract.
 - iv. The City shall provide reasonable interim funding not to exceed ONE-HUNDRED THOUSAND U.S. DOLLARS AND NO CENTS (\$100,000.00) for the remainder of fiscal year 2014 to pay for the cost of the human resources consultant(s) retained by the OPSO.
- c. The OPSO shall hire, with the assistance of the human resources consultant(s) retained by the OPSO pursuant to paragraph 3(b), an individual in a civilian position with the title of Human Resources Director no later than July 1, 2014. The City shall provide reasonable interim funding not to exceed FORTY THOUSAND U.S. DOLLARS AND NO CENTS (\$40,000.00) for the remainder of fiscal year 2014 to pay for the cost of OPSO hiring and maintaining this position.

- d. The OPSO shall establish a new civilian position with the title "Compliance Coordinator," and shall fill that position no later than June 1, 2014. The City shall provide reasonable interim funding not to exceed TWENTY-FIVE THOUSAND U.S. DOLLARS AND NO CENTS (\$25,000.00) for the remainder of fiscal year 2014 to pay for the cost of OPSO hiring and maintaining this position.
- e. The OPSO shall hire an individual in a civilian position with the title of "Classification Manager" no later than June 1, 2014. The City shall provide reasonable interim funding not to exceed THIRTY THOUSAND U.S. DOLLARS AND NO CENTS (\$30,000.00) for the remainder of for fiscal year 2014 to pay for the cost of OPSO hiring and maintaining this position.
- f. The OPSO shall hire an individual in a civilian position with the title of "Grievance Coordinator" no later than August 1, 2014. The City shall provide reasonable interim funding not to exceed NINETEEN THOUSAND FOUR-HUNDRED U.S. DOLLARS AND NO CENTS (\$19,400.00) for the remainder of fiscal year 2014 to the OPSO for the hiring and maintaining of this position.
- g. The OPSO shall hire an individual to serve in a civilian position as a policy and procedure developer no later than July 1, 2014. The City shall provide reasonable interim funding not to exceed TWENTY-THREE THOUSAND U.S. DOLLARS AND NO CENTS (\$23,000.00) for the remainder of fiscal year 2014 to pay for the cost of OPSO hiring and maintaining this position.
- h. Chief Tidwell, on behalf of the OPSO, shall provide a recommendation to the monitor, Susan McCampbell, and the City no later than April 30, 2014, regarding the options available to the OPSO regarding the use of a "language line." The City shall provide reasonable interim funding not to exceed FIFTY THOUSAND U.S. DOLLARS AND NO CENTS (\$50,000.00) for the remainder of fiscal year 2014 to the OPSO for implementing and maintaining Chief Tidwell's recommendation.
- i. The Sheriff and the OPSO shall provide to the City and Susan McCampbell a report within the last ten (10) days of each month for the remainder of 2014 that (1) details the OPSO's progress, including a description of the specific tasks undertaken by the OPSO to comply with its obligations set forth in Paragraph 3, (2) provides copies of all signed contracts executed as part of the OPSO's compliance with its obligations set forth in this Paragraph 3, (3) provides all information regarding all individuals hired by the OPSO from the date of this Agreement through the end of 2014, including name, salary, and position for each newly hired employee and/or consultant, (4) provides the date by which the OPSO expects to complete compliance with the obligations set forth in this Paragraph 3 and any other undertaking in this Agreement, (5) provides an accounting of all amounts expended by the Sheriff pursuant to this Agreement, including the remaining balance for each category and all

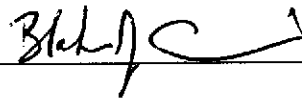
supporting documentation requested by the City that relates to such spending, and (6) provides the reasons for employee separations to the extent they are given, as well as reasons for withdrawn job applications and refused job offers. The parties further agree to schedule and participate in monthly meetings to review outstanding budget, human resources, and population issues.

- j. In addition to the above Tier 1 issues, the City agrees to provide reasonable interim funding not to exceed SEVENTY THOUSAND U.S. DOLLARS AND NO CENTS (\$70,000.00) in funding to pay for the cost of OPSO purchasing computer equipment for use in the new jail facility.
4. The Sheriff and the City agree that as of the date of this Agreement, the Sheriff has approximately NINE-HUNDRED FIFTY THOUSAND U.S. DOLLARS AND NO CENTS (\$950,000.00) in unspent funds remaining from the approximately ONE MILLION EIGHT-HUNDRED EIGHTY THOUSAND U.S. DOLLARS (\$1,880,000.00) provided by the City pursuant to the Release and Settlement Agreement, dated October 21, 2013. The Parties agree that the Sheriff may expend a maximum of FOUR HUNDRED FIFTY SEVEN THOUSAND FOUR HUNDRED U.S. DOLLARS AND NO CENTS (\$457,400.00) to comply with his obligations set forth in paragraph 3 of this Agreement. The Parties further agree that the Sheriff, after complying with the obligations set forth in Paragraph 3 above, will place all of the unspent portion of the NINE-HUNDRED FIFTY THOUSAND U.S. DOLLARS AND NO CENTS (\$950,000.00) in a segregated bank account and such funds will be available to the Sheriff to address other Tier 2 and/or Tier 3 issues, including the immediate hiring of deputies assigned to Orleans Parish Prison as security staff, and which expenditures will be included in the monthly reports provided by the Sheriff and the OPSO to the City and Lead Monitor as described in Paragraph 3 above.
 5. The OPSO shall continue to hire deputies to serve as security staff at Orleans Parish Prison and it anticipates hiring an additional ninety-three (93) deputies in fiscal year 2014. The City and OPSO shall analyze and determine which deputies are paid \$27,000.00 per year, and the parties shall determine a process for ensuring that OPSO maintains funding for 4 pay periods. The parties shall meet and confer within two (2) weeks of signing this Agreement to initiate the analysis of deputy compensation.
 6. The Sheriff and the City agree that they will continue to discuss and attempt to amicably resolve the Tier 2 and Tier 3 Issues, as identified in the Addendum to this Agreement and delineated by Susan McCampbell on April 9, 2014 following meeting with all parties, and in conformity with the timeframes identified by Susan McCampbell.
 7. The Sheriff and the City agree that nothing in this Agreement obligates the City to provide additional funding for 2014 over the amounts already allocated in the City of New Orleans' Budget for 2014 and this Agreement, except as stated herein.

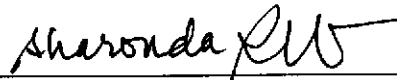
8. The Sheriff and the City agree that nothing in this Agreement obligates the City to provide specific levels of funding for 2015 and beyond.
9. The Sheriff and the OPSO have agreed that they shall refrain from making any claim or demand or commencing or causing any action in law or equity against the City regarding the funding of the OPSO by the City for the specific items set forth in Paragraph 3 for fiscal year 2014.
10. The Parties agree that this Agreement does not constitute an admission of liability or the validity of any claim by the Sheriff and/or OPSO but has been reached by the Parties to conserve resources, to amicably resolve differences, to avoid the risks and uncertainty inherent in litigation, and to foster the process of reforms such that adherence to the OPSO's undertakings in the June 6, 2013, Consent Judgment regarding the conditions of confinement at Orleans Parish Prison will begin as soon as possible.
11. No change or modification of this Agreement shall be valid unless it is made in writing and signed by the Parties.
12. The Parties agree to submit to the jurisdiction of the United States District Court for the Eastern District of Louisiana in the event of any dispute requiring the interpretation and/or enforcement of this Agreement.
13. The Parties agree to work together to maximize the benefits realized from the expenditure of tax and other public revenue.

IN WITNESS WHEREOF, the parties have executed this Partial Settlement Agreement as of the first date written above.

MARLIN N. GUSMAN, Sheriff of Orleans Parish



CITY OF NEW ORLEANS


city attorney

ADDENDUM TO PARTIAL SETTLEMENT AGREEMENT

Tier 2 Issues:

- Review of Options Regarding Use of the Temporary Detention Center or Templeman V for Medical and Mental Health;
- Review of Options Regarding Inmate Laundry;
- Review of Issues Regarding Needs With Respect to Jail Management Information Systems;
- Review of Issues Regarding Assisting OPSO with Procurement Functions;
- Review of Issues Related to the “Docks”;
- Develop Plan of Action Related to Demolition of House of Detention and CCC;
- Review of Issues Related to Opening of New Jail Facility;
- Form a Working Group with an Accountant Chair to Evaluate Cost Saving Proposals, Collaborations, Budgetary, and Procurement issues;
- Review of Issues Related to any Necessary Equipment for the New Jail Facility;
- Review of Option of Retaining Contract Trainers and Costs Related to Such Trainers;
- Examine Funding to Maintain the Pay Increase for Deputies at \$27,000.

Tier 3 Issues:

- Review of the Staffing Analysis Prepared by the OPSO.

Attachment C

Summary of Recommendations

Protection from Harm

1. The drafting the policies must be a top priority. While it is understandable that OPSO may wish to have the consultant make the drafting of the policies and procedures necessary for the move to the new facility a priority, harm is occurring daily to prisoners housed in OPP. Only with adequate policies on the use of force and the training and enforcement of these policies in place will the danger to inmates, and staff, begin to decrease. The Monitors will review the draft when provided. The adequacy of the policies and procedures and reporting system is the key to future compliance with IV. A. 1. c. that requires OPSO to assess, annually, all data collected to make any necessary changes.
2. When those policies are completed, comprehensive lesson plans and training materials will need to be developed. Given the current quality of the training material, it may be that the task of developing comprehensive lesson plans and training material will need to be outsourced (perhaps on the list for either V/R Justice Service or Carter Goble Lee). Training needs to clearly delineate when force may be used, highlight strategies to de-escalate the need to use force, stress that all uses of force must be reported and properly investigated. In addition, supervisors need to be trained on the mechanisms to ensure that all uses of force are properly reported and investigated in accordance with the policy. All training, for both deputy and supervisor levels, must emphasize that failure to follow the policy will result in discipline. The adequacy of the policies and procedures and training is crucial to future compliance with IV. A. 2. c. which requires OPSO to randomly test five percent of the jail staff to determine their knowledge of use of force policies and procedures.
3. The policy revision needs to be in sufficient detail to allow for auditing of compliance, and include at a minimum:
 - a. Each time an incident involving a use of force occurs, a unique number must be generated and assigned to the incident. The assignment of the number is in most agencies generated by a central control room or dispatch center, aided by the incident reporting system that provides the next number in sequence.
 - b. Unless the situation dictates an exception that must be identified in policy the initial incident report and supplements must be completed by the end of the officer's shift.
 - c. The shift/watch commander must ensure the report is written and then has 36 (or fewer) hours from the end of the incident to review and specify his/her findings for completeness and procedural errors.
 - d. Once the watch commander completes his/her review, the Warden or Assistant Warden must conduct a review and issue a report. This report is to be completed within 36 hours (or fewer), exclusive of weekends and holidays, of receiving the report and review from the shift/watch commander.
 - e. OPSO policy/procedures should require those holding the rank of Major and above review all reports. Based on that review, additional training should be provided to supervisors who are not requiring complete and thorough reports.
4. It is recommended that Monitors Frasier and McCampbell be given real time off site, read-only access to the incident reporting system (VANTOS) so that incident reports can be reviewed on a contemporaneous basis. This would enable the Monitors to provide feedback on a timelier basis and assist in correcting deficiencies.
5. OPSO needs to produce the reports required by the Consent Judgment. The adequacy of the periodic reports that are to be submitted under IV. A. 3. g. and the usefulness of the annual review that is to be conducted under IV. A. 3. h. to future compliance with IV. A. 3. g. that requires OPSO to assess, annually, all data collected to make any necessary changes.
6. OPSO should immediately stop the practice of allowing investigators to use personal laptops or other computer equipment for OPSO investigations. Rules should also be developed regarding how records and investigations are stored and accessible. OPSO should provide those assigned to investigations laptops and/or other computer equipment that provides the security necessary to the integrity of investigations.

7. OPSO should prioritize the completion of the policy/procedure for the early warning system. The policy should include accountability mandates requiring the collection and analysis of data such as uses of force, grievances, and complaints handled at the facility level, absences, etc. Assure policies/procedures are in place to direct how the EIS is implemented, and actions to be taken by OPSO when thresholds are triggered.
8. It is recommended that the Monitors Frasier and McCampbell be given real time off site access to the Early Intervention system (VANTOS) so that data can be reviewed on a more contemporaneous basis. This would enable the Monitors to provide feedback on a timelier basis and assist in correcting deficiencies.
9. Policies regarding inmate supervision, rounds, inspections, shakedowns and communication need to be finalized.
 - a. The policy must include accountability method for ensuring that deputies and supervisors conduct their rounds timely. Anytime an incident occurs, it routine practice must include examination of source data to determine whether rounds have been conducted timely in the area.
 - b. The policy must include a supervisory/management evaluation to determine if an employee involved in a use of force should be temporarily assigned until at least a preliminary investigation has been conducted – so safeguard both the staff and inmates.
10. OPSO must make the recruiting, hiring, and training of custodial staff for the jail facilities the highest priority. See Section 6. Security Staffing
11. OPSO must develop and implement a risk management philosophy so that incidents are routinely reviewed by subject matter experts with a goal of determining actions needed to be taken by OPSO to avoid such incidents in the future. See Section VII. Compliance and Quality Improvement.

Security Staffing

12. The Sheriff should provide data to the Court and the City regarding hiring difficulties, or employee retention issues, based on salary.
13. The Sheriff should fully implement the provisions of the Partial Settlement Agreement. This includes analysis, and hiring for mid-management and leadership positions from a candidate pool with jail/corrections experience.
14. OPSO's recruitment activities for line corrections deputies must highlight and focus on the skills, knowledge and abilities needed for officers in a direct supervision environment.
15. OPSO's pre-service and in-service training must be substantially enhanced to include the soon-to-be updated policies and procedures.
16. OPSO should develop a retention plan to keep officers and employees it worked hard to recruit, screen and train.¹
17. OPSO's staffing plan should include contingencies for circumstances in which not a sufficient number of employees can be hired, or retained.
18. OPSO should begin the process of keeping detailed data regarding recruitment, applicant screening, and attrition.
19. Working with the OPSO's human resources professionals, develop a meaningful list of benchmarks for hiring and retention, as well as to proactive problem-solving regarding overtime and supervisory oversight.

Incidents and Referrals

20. Develop, implement and train on the revised policy regarding incident reporting.
 - a. In particular, the policy and the training on the policy needs to stress that all reportable incidents are to be reported and properly investigated and that failure to report will result in discipline and/or remedial training.

¹ Op. Cit. Stinchcomb, et. al. page 88.

- b. In addition, supervisors need to be trained on the mechanisms to ensure that all reportable incidents are properly reported and investigated in accordance with the policy.
- c. The policies will need to set out in detail the timelines and how each step of the review process and data collection is to take place and who is responsible for enforcement of each deadline. See Section VII. and VIII.

Investigations

21. OPSO should immediately evaluate the organizational structure, roles, mandates, responsibilities, placement in the chain-of-command, and job descriptions of both SOD and IA.
 - a. Continue to work with Monitors to determine how SOD and IA are tasked with investigating concerning what types of allegations. For instance, all staff misconduct might be assigned to IAD for investigation. However, for that to occur, procedures must be developed to protect the rights of staff members who are compelled to cooperate in the administrative investigation. The number of investigators assigned to IAD will need to increase with an emphasis towards placing investigators with correctional experience in IAD.
22. SOD and IA need to develop and implement written policies, procedures and protocols for the conduct of all investigations. While the vendor responsible for developing jail-based policies and procedures may be helpful, this is a specialized area that might require additional assistance.
23. OPSO should continue to work with Monitors to periodically review and critique investigations.
24. OPSO should provide additional training to investigators; particularly regarding corrections operations, or hire/promote individuals with corrections experience to be investigators. Training for investigators needs to meet the mandates in the PREA standards.
25. OPSO needs to produce the periodic reports required by the Consent Judgment.
26. See Recommendation # 7 regarding resources, accessibility of investigations, and confidentiality.

Pretrial Placement in Alternative Settings

27. Complete the execution of the a written CEA regarding the operational aspects of this paragraph.
28. Update policy 50.15 to assign accountability for periodic review of ICE detainees to insure they not expired.
29. Demonstrate that staff working in intake/records has been trained to Monitors ICE detainees.

Custodial Placement within OPP

30. Implement the new objective classification system based on the risks and needs of OPSO offender populations that include systematic initial and reclassification processes. (Provided in Appendix A is the handbook developed to document the revised objective classification process, instruments, scoring instructions, and offense and disciplinary severity indices designed for the OPSO male and female offenders.)
31. Document the development and statistical validation of an objective classification system based on the risk and needs of OPSO offender populations.
32. Assure that there is a plan for collaboration between classification and PREA initiatives in terms of process and content going forward.
33. Develop the job descriptions and begin the process of hiring classification staff. The Transition Team should also develop post orders for all classification positions, and outline the training for the employees.
34. Create monthly statistical reports to track the custody distribution of OPSO offenders by housing unit race and gender during the last quarter.
35. **Short-term:** Create an automated bed availability report within JMS that indicates the number and type of available beds for each of the units within OSPO facilities. At a minimum, the report should provide a count by unit and by facility.

36. **Long-term:** Develop and implement a housing unit assignment plan that outlines the mission, number of beds and custody level(s) for each OPSO housing unit. This HUAP must also incorporate adequate separation of offenders by PREA predatory and vulnerability designations.
37. **Short-term:** Review the post orders, directives, and training provided to OPSO records, disciplinary hearing, investigate staff to require timely input of all data regarding offender charges, bond amount, discipline, investigations, incidents, medical/mental health needs, custody assessment, and housing assignments.
38. **Long-term:** As previously indicated, an objective classification system based on the risk and needs of OPSO offender populations that includes systematic initial and reclassification processes is recommended. (See recommendations for IV. A. 10. a.)
39. **Short-term:** a. Provide current classification officers training on the current security and PREA instruments and process. The training should include testing with actual cases, as well as reliability testing, to ensure competency and consistence among staff. b. Incorporate a basic description of principles of classification into the academy training provided to the classes of new officers and in-service training for current security staff.
40. **Long-term:** Provide competency-based training regarding the custody classification system, housing assignment process, work/community assignments, and case management to all OPSO staff.
41. **Short-term:** Create queries for simple classification-related management reports within the JMS. These reports should be reviewed at least monthly to Monitor trends. However, classification staff should review the reports on PREA separations and housing by custody level daily to ensure that any discrepancies are corrected immediately. Note: the reports should include columns for noting the date and type(s) of corrective actions required addressing any discrepancies or problematic trends.
42. **Long-term:** Once the classification system has been updated to include a reclassification process, management reports to track custody re-assessments should be developed.
43. **Long-term:** Create queries for simple classification and incident-related management reports within the JMS report module. These reports should be reviewed at least monthly to Monitor trends. However, classification staff should review the reports on general population, protective custody, disciplinary, and administrative segregation housing by custody level daily to ensure that any discrepancies are corrected immediately. Note: the reports should include columns for noting the date and type(s) of corrective actions required addressing any discrepancies or problematic trends. Optional formats for exporting the reports are important for facilitating analyses and developing charts to track behaviors over time. Options should include: Excel, .pdf, and/or .csv (comma separated values).
44. **Short-term:** Revise the Inmate Classification Policy and Procedures (501.14) to reflect the new inmate classification system. This policy should be written and approved prior to implementation of the new classification system.

Prisoner Grievance Process

45. Complete the grievance written directive/policy. Include in the order categories of grievances that are meaningful and in sufficient detail to allow for review, analysis, and improvement of operations.
46. Provide adequate resources, including a laptop to the Grievance Coordinator; complete the job description; determine organizational placement of the position.
47. Hire the grievance coordinator; provide adequate resources, including a laptop.
48. Assure that paragraph (6) is addressed in terms of reports to the Monitors regarding inmate grievances.
49. Refine the record keeping to ensure that the most prevalent grievances topics are documented, including trends.
50. Ensure that medical and mental health contract provider's procedures are consistent with OPSO policies, and that there is consultation regarding grievances related to medical/mental health/dental care.
51. Ensure that all employees are trained regarding the grievance process, and their role.
52. Revise the policy to assure that that for the purposes of PREA compliance, there is no time limit imposed on inmates wishing to file grievances regarding sexual harassment, sexual assault, etc.
53. Revise the inmate handbook to better explain the grievance and grievance appeal process.

54. Revise the policy to provide for assistance to inmates in filing a grievance, due to LEP, mental illness or disabilities, or when an inmate requests assistance.
55. Assure that there are either grievance forms in Vietnamese, per the Consent Judgment.

Sexual Abuse

55. Continue to work on implementation and the results of the PREA-self audit.
56. Collaborate with SOD and IAD regarding their investigative policies.
57. Arrange for training for SOD and IAD investigators.
58. Complete implementation with VIA Link for the "hot-line" including education and orientation of inmates on the use of the line.
59. Provide resources, including a laptop, to the PREA coordinator.
60. Assure that there is a plan for collaboration between classification and PREA initiatives in terms of process and content going forward.

Access to Information

61. Develop an inmate orientation process in English, Spanish and Vietnamese (written, video, and/or peer) that includes all elements of this paragraph, as well as the information required by the PREA standards.
62. Assure that the materials are at a grade appropriate level, and in Spanish and Vietnamese. Assure procedures for orientation of inmates who are illiterate, LEP, low functioning and/or have mental illness.

Detoxification and Training

63. OPSO should track and trend initial and annual training on withdrawal and detoxification for custody staff and medical and mental health staff and provide sufficient oversight to assure compliance.
64. OPSO should add inquiry into the degree of risk of withdrawal and should require initial measurement of vital signs, in addition to periodic monitoring following the CIWA-AR protocol mentioned in Appendix B of the Consent Order. Further, the OPSO should test the validity and reliability of nurses' performance on the initial screening and appropriate follow-up, according to policy and physician orders.

Medical and Mental Health Staffing

65. OPSO should increase professional staffing to provide sufficient access to qualified health professionals for patients with serious medical needs; increase support staffing to provide for constructive and meaningful clinical performance measurement to advise medical management of areas for intervention and to track performance in these areas over time; intensify training and supervision of nursing staff perform their duties in a timely and professional manner.
66. OPSO should validate its screening instrument for mental health needs and assure that the actual need is met for mental health therapeutic interventions.

Risk Management

67. OPSO should Improve tracking systems for follow-up appointments, medication orders, and laboratory testing and develop systems for documenting all care in a single, unit medical record, whether it be paper or electronic.
68. Develop quantitative and qualitative data analysis for clinical data, including performance measuring, mortality review, grievance analysis, etc. Use these analyses to drive constructive change in medical care policies and practices.
69. OPSO should develop, implement, and maintain a system to ensure that trends and incidents involving avoidable suicides and self-injurious behavior are identified and corrected in a timely manner.

70. OPSO should enhance its morbidity and mortality reviews to incorporate information received subsequent to the initial review and should amend corrective action plans therein.

Medical Care

71. OPSO should assure medical care facilities that are clean, safe, and secure.
72. OPSO should provide clean linens for inmates and disinfection of mattresses between users.
73. OPSO should assure that the utilization management system used for off-site services meets nationally-accepted criteria for medical necessity.
74. OPSO should arrange for professional language interpretation services so as to provide confidentiality of medical information, tracking usage and evaluating performance.
75. OPSO should Monitors timely access to care for patients with acute health care needs and for patients who need continuity of care and/or medications.
76. OPSO should review and respond to grievances with a self-critical attitude and should track and trend health services grievances as part of its quality management program.
77. OPSO should assure that health care staff conforms to standards of professional ethics in general, including assuring that health care and custody roles are clearly delineated and separated.
78. OPSO should revise the co-payment policy to charge inmates for actual visits that occur, instead of charging for requests for care that may go unheeded.

Quality Management of Medical Administration

79. OPSO should have documented expectations for medication practices, with a lesson plan, training, and training records.
80. OPSO should develop and implement a policy for reporting serial medication refusals to the prescribing clinician to ascertain the reason for non-adherence and to develop a medication plan that will improve adherence.
81. OPSO should track the time to first dose of prescribed medication and implement a system to eliminate time lags.

Release and Transfer

82. OPSO should develop and implement a mechanism to notify qualified health care staff of impending releases so as to provide bridge supplies of medication and prescriptions, as medically appropriate.

Sanitation and Environmental Conditions

83. Revise or redraft the Housekeeping Procedures and Inspection Policy 1101.1 to include a facility specific housekeeping plan and schedule in accordance with this provision establishing routine cleaning requirements for toilets, showers, and housing units and schedule and a documented meaningful inspection process. The policy should specify what has to be cleaned (floors, walls, showers, toilet/sink, beds, mattresses and etc., the required frequency for cleaning and disinfecting, who has which responsibilities, and how the cleaning is to be completed.
84. Once developed and prior to implementation provide evidence of training on sanitation and chemical safety to employees and inmate workers who are assigned cleaning responsibilities including officers required to supervise the inspect against the policy and procedure to assure cleaning and disinfection is completed effectively and as scheduled.
85. Develop and implement written policies and procedures governing the provisions of this paragraph. These policies and procedures may include, but are not limited to:
 - a. Training employees to file timely work orders meeting the 24 and 48 hour requirement of this provision.
 - b. Maintaining a facility specific tracking system for pending work orders by type to recognize needs for effective resource allocation for specific trades.
 - c. Establishing an inventory to assure an available supply of commonly needed parts for repairs such belts, fans, and motors for HVAC equipment; plumbing parts such as shower

- heads, valves, and faucets; and common electrical parts including electrical panels, lights to more efficiently handle routine maintenance repairs.
86. Develop and implement a written policy and procedure containing the requirements of this paragraph, which includes, but is not limited to:
 - a. Implementing a system to measure and assure adequate ventilation.
 - b. Documenting that the HVAC systems provide appropriate air flow and appropriate heating and cooling for each OPSO building that will house inmates.
 - c. Completing an air balance report for each building once unless there are changes to the HVAC equipment or building renovations.
 87. Develop and implement a written policy and procedure including the provisions of this paragraph, including but not limited to:
 - a. Measuring light levels with light meters and documenting the findings.
 88. Assess the pest control contract and reports regularly to include:
 - a. Assure that the pest control contractor is meeting all the terms of the contract to assure their work meets the requirements of this paragraph;
 - b. Assure that service reports from the contractor are legible; and
 - c. Review each pest control report and assure that all recommendations are followed to prevent pest infestations and complaints.
 89. Develop and implement written policies and procedures addressing the requirements of this paragraph, including, but not limited to:
 - a. Designating one or two posts per shift that will responsible for managing bloodborne pathogen and biohazardous spill cleanup.
 - b. A step by step procedure that trained employees and/or inmates will be expected to follow including the use of spill kits, personal protective equipment (skin protection, gloves, face masks, designated red bags, disinfecting chemicals etc.
 - c. Training for all staff and inmates required to handle bio-waste. OSHA's Bloodborne Pathogens Standard, 29 CFR 1910.1030, requires that the trainer be: "knowledgeable in the subject matter covered by the elements contained in the training program."
 90. Develop and implement written policies and procedures addressing this paragraph that includes, but is not limited to:
 - d. Concentrations for cleaners and disinfectants to be used for clean-up from a biohazard spill.
 - a. Conducting OSHA required training on the safe and effective use of any hazardous chemicals used to clean and disinfect surfaces.
 - b. Assuring trained inmates are provided properly diluted cleaning and disinfection chemicals to clean and disinfect all areas within housing dorms, tiers, and cells.
 91. Develop and implement written policies and procedures governing the provisions of this paragraph that include, but is not limited to:
 92. Management of contact with, Bloodborne, and airborne hazards and infections.
 93. Identification, treatment, and control of Methicillin-Resistant Staphylococcus aureus ("MRSA") at the Facility.
 94. Training of all affected employees on implementation of the plan.

Environmental Control

95. Develop and implement written policies and procedures addressing the requirements of this paragraph including, but not limited to:
 - a. Establishing a process to assure repairs/replacement is completed within 30 days unless a longer time is necessary because of a special part order.

Food Service

96. Once the responsibility for this provision is decided, either Aramark or OPSO need to develop and implement written policies and procedures addressing this paragraph including, but not limited to:
 - a. Providing evidence of annual training for all kitchen personnel including inmate workers in basic sanitation and in specific work assignments.

- b. Training records using should include the topic, the date of the course, name of the trainer, and evidence of knowledge gained by participants. (Could be a test or a supervisor's sign off demonstrating that the employee or inmate understands and practices sound food safety.
 - c. Developing and using course outlines that are based on food code requirements and OPSO food service polices for all the topics needed for training including topics as: handwashing, cooking times and temperatures, food storage practices, equipment specific and area cleaning and sanitization requirements, maintenance of equipment, equipment specific use instructions, warewashing, employee health and personal hygiene requirements, hot and cold food holding times and temperature requirements, correct procedures for thawing foods etc.
97. Develop and implement written policies and procedures addressing this paragraph including but not limited to:
- a. Establishing requirements for cleaning and sanitization and a cleaning schedule and plan for each area and specific equipment, and include what is to be cleaned, how it is to be cleaned (following the equipment manufacturer's instructions from the operations manual), who is responsible for the cleaning, (if an inmate, who supervises him/her needs to be identified), and the frequency of the cleaning. The completion of the cleaning should be documented on a form by the initials of the person completing it. Those documents should be reviewed by the Food Services Director for completion and maintained in the Director's office.
 - b. As a best practice it recommended that OPSO establish at least weekly documented inspections by a trained inspector who is independent of the food service contractor to identify any non-compliance identified. A written corrective action process should be required for areas of non-compliance that includes retraining of employees or inmates, required maintenance repairs, safe food handling, personal hygiene, etc.
98. OPSO working with Aramark needs to develop and implement written policies and procedures addressing this paragraph including, but not limited to:
- a. Identifying all refrigerators, freezers, hot and cold food holding equipment, warewashing equipment located in all facilities.
 - b. Scheduling the frequency that temperatures are measured and recorded in accordance with the Louisiana food safety regulations.
 - c. If Aramark is responsible, a trained OPSO supervisor should review temperatures logs, and assure that work orders are submitted when monitoring indicates equipment that is not operating as designed.
 - d. Effectively training employees in the monitoring and recording process.
 - e. Developing temperature logs for all equipment where potentially hazardous food is held and where kitchenware and utensils are cleaned and include a record retention schedule.

Sanitation and Environmental Conditions Reporting

99. Develop and implement written policies and procedures addressing this paragraph including, but not limited to:
- a. Assuring that the tracking mechanisms are in place to record the required information. Such documentation may include health department reports, pest control reports, preventive maintenance work order system reports, inmate grievance logs, and maintenance logs. Tabulate the data in a format or one similar to that which I provided earlier this year.

Fire and Life Safety

100. Develop and implement written policies and procedures addressing this paragraph including, but not limited to:
- a. Using the data from IV. D. 4.a. (1)-(7) document trends and develop management responses to address provisions of the Consent Judgment.
101. Review and revise Policy 701.2 to include a building-specific list of all equipment to be inspected in the quarterly inspection/testing of fire and life safety equipment. The revisions should include, but are not limited to:

- a. The posts and/or positions with responsibility to assure the testing is completed.
 - b. An inventory, by building, of the location and types of fire extinguishers.
 - c. Review the Louisiana Fire Code to determine the inspection frequency requirement for fire extinguishers for commercial buildings.
102. Either revise 701.1 or create a new written policy and procedure that identifies the specific requirements for monthly inspections.
103. Implement monthly facility fire safety inspections in accordance with the provision and provide the Monitors copies of the reports, along with corrective actions of non-conformances identified.
104. Review and revise Policy 701.4 Written Evacuation Plan to address the minimum requirements specified in the provision.
105. Revise existing written policies and procedures to address this paragraph including but not limited to:
- a. Assuring that the Fire Emergency Class meets the needs of OPSO, New Orleans Fire Department, and the State Fire Code.
 - b. Assuring that the person conducting the fire safety training is qualified to conduct that training.
106. Develop and implement a written policy and procedure that addresses this paragraph.
107. Develop and implement the notching system for all emergency keys and complete the emergency key location system for TPV and OPP.
108. Develop written policy and procedures addressing the requirements of this provision.
109. Develop written policy and procedures to address the requirements of this provision and implement it.

Language Assistance

110. OPSO and the policy consultant should continue to work with the Monitors to develop comprehensive policies and procedures for a Language Assistance Program.
111. Once a comprehensive policy has been written, all corrections and mental and health staff should begin to receive the training required under the Consent Judgment. It may be possible for some of this training to be computer based.

Youthful Prisoners

112. Develop and implement written policies and procedures to comply with this paragraph. [See also the measures of compliance.]
113. Develop the housing plan for juveniles as the new jail opens, and Conchetta closes.
114. Continue to work with the staff at the Youth Study Center to identify opportunities for programming and collaboration.
115. Carefully Monitors the upcoming mental health contract for services to assure that programming is provided to the juveniles in custody.
116. The City's Office of Criminal Justice Coordination should work with all criminal justice system partners to examine ways to reduce the number of juveniles charged as adults, and/or other options to prevent their being held in an adult jail.

Compliance and Quality Improvement

117. OPSO continue to Monitors the performance of the vendor, as well as provide internal assets to review the policy drafts before forwarding to the Monitors for review.
118. Develop a job description and specific job duties for this position as they relate to the work required by the Consent Judgment. Assure there are sufficient resources (e.g. human, computer, telephone, copier) for the compliance coordinator to perform duties.
119. Ensure that there are written policies and procedures that support these functions, including periodicity of reporting, and accountability.

Reporting Requirements and Right of Access

120. Ensure that there are written policies and procedures that support these functions, including periodicity of reporting, and accountability.
121. Ensure that there are written policies and procedures that support these functions, including periodicity of reporting, and accountability.
122. Ensure that there are written policies and procedures that support these functions, including periodicity of reporting, and accountability.



**Orleans Parish Sheriff Office
Objective Classification System**

Prepared by

Patricia L. Hardyman, Ph.D.

**July 7, 2014
Draft**

**Criminal Justice Institute, Inc.
1110 Opal Court, Suite 5
Hagerstown, MD 21740-5942
301.393.4500**

Table of Contents

Section	Page
I. Introduction	1
A. Purpose	1
B. Completion Policy	1
II. Instructions for Completing the Custody Assessment	4
I. Identification and Vital Information	4
II. Custody Assessment	5
III. Custody Decision	10
A. Scored Custody Level	10
B. Mandatory Restrictors	10
C. Discretionary Overrides For Higher Custody Level	11
D. Discretionary Overrides For Lower Custody Level	12
Appendix A. OPSO Classification Instruments	15
Appendix B. OPSO Offense Severity Crime Categories	20
Appendix C. OPSO Disciplinary Codes – Severity Scale for Classification	29

DRAFT

OPSP Objective Classification System

I. Introduction

A. Purpose: The purpose of the Orleans Parish Sheriff's Office (OPSO) objective custody classification system is to provide an equitable, uniform, and state-of-the-art process for determining the appropriate custody level of offenders in the custody of the OPSO. The custody classification system described in this manual was designed and validated by the Criminal Justice Institute, Inc.¹ This gender-specific system replaces the previous security classification system. CJI worked closely with the OPSO Classification Work Group, Justice Management System, and Executive Staff to design a classification system to ensure compliance with the *Section IV.A.10.al V. A. 10. Custodial Placement within OPP*² and any problems and/or questions associated with the existing security risk factors and the classification practices were identified and addressed. It is the policy of the OPSO to provide systematic and objective assessment of each offender to determine the least restrictive custody level according to the risks he/she poses to the security of the institution and to the safety of the public, offenders, and staff.

This manual documents the OPSO policies and instructions for the completion of the initial and reclassification instruments that comprise the OPSO custody classification system. Both instruments evaluate the degree of threat an offender poses to the security of the institution and safety of others based on objective risk factors that are scored on numerical scales. The risk factors are predictive of future institutional conduct. The custody level derived from these factors is used, in combination with an assessment of any special needs, to make decisions related to the offender's housing and program assignments, as well as supervision requirements. The instruments include:

- 1. Initial Classification Instrument.** This instrument is used to assess risk of all offenders booked into the OPSO jail system. It determines the custody level and housing assignment during the first 60 days of incarceration in with the OPSO. (See Appendix A for copies of the OPSO classification instruments.)
- 2. Reclassification Instrument.** This instrument is used to review and update the custody levels of offenders incarcerated in an OPSO facility. It monitors an offender's behavioral adjustment and legal status since the last assessment. If changes have occurred that indicate decreased risk, an offender may advance to a less restrictive custody level; when changes have occurred that indicate increased risk, an offender may regress to a more restrictive custody level.

B. Completion Policy: An OPSO custody assessment instrument must be completed for the following reasons:

1. Initial Classification Instrument:

- **Intake:** As part of the booking intake process, complete the initial classification instrument within **eight (8) hours** of the offender's booking into the custody of the OPSO. The initial classification instrument **MUST** be completed before an offender is moved from the intake unit to a general population-housing unit.

¹ Patricia L. Hardyman (XXXX). "Design and Validation of the Orleans Parish Sheriff Office Objective Classification System." Middletown, CT: Criminal Justice Institute, Inc.

² LaShawn Jones et. al. and the United States of America v. Marlin Gusman, Sheriff Civil Action No. 2:12-cv-00859, Section I

OPSP Objective Classification System

- **Status Change:** During the first 60 days of incarceration within 24 hours of receiving information that potentially affects the offender's custody level, use the initial classification instrument to reassess the offender's custody grade. New information may include a new charge, detainer, modification of charge(s), etc.
- **Amended:** A custody assessment completed to correct an error on the previous initial classification assessment.
- **Post-Disciplinary Review:** Upon finding guilt for an aggressive or predatory disciplinary infraction review the custody assessment to ensure the offender is placed in the least restrictive custody level based on the threats he/she posed to institutional safety and security. OPSO Predatory and Aggressive disciplinary infractions include:

Predatory Infractions

- 1 Killing
- 2 Assaulting Any Person
- 4 Threatening Another With Bodily Harm Or With Any Offense
- 5 Extortion, Blackmail, Protection: Demanding Or Receiving Money
- 52 Making Sexual Proposals Or Threats To Another
- 101 Escape
- 201 Possession/Introduction Explosive/Ammunition
- 202 Possession Or Introduction Of A Gun, Firearm, Weapon
- 251 Rioting.
- 813 Weapons Of Any Type Will Not Be Allowed On The Tier.

Aggressive

- 3 Fighting With Another Person
- 102 Attempting Or Planning Escape
- 252 Encouraging Others To Riot
- 253 Engaging In Or Encouraging A Group Demonstration
- 255 Encouraging Others To Refuse To Work Or Participate In Work

1. Reclassification Instrument:

- **Scheduled Review:** If the offender has been incarcerated for 60 days months, complete a reclassification instrument. For example, if the offender was booked into OPSO on March 1, 2014, complete a reclassification instrument on May 1, 2014. Thereafter, at 90-day intervals, complete a reclassification instrument.
- **Status Change:** After the first 60 days of incarceration, within 24 hours of receiving information that potentially affects the offender's custody level, use the reclassification instrument to reassess the offender's custody grade. New information may include a new charge, detainer, modification of charge(s), etc.
- **Amended:** A custody assessment completed to correct an error on the previous reclassification assessment.
- **Post-Disciplinary Review:** After the first 60 days of incarceration, upon finding guilt for an aggressive or predatory disciplinary infraction review the custody assessment to

OPSP Objective Classification System

ensure the offender is placed in the least restrictive custody level based on the threats he/she posed to institutional safety and security. (See above list of OPSO Predatory and Aggressive disciplinary infractions.)

i. Instructions for Completing the Custody Assessment.

- I. Identification and Vital Information.** The purpose of this section of the instrument is to identify the offender for whom the custody assessment was completed. With the exception of the reason for the current assessment, the following information is displayed on the instrument based on the data stored within the Jail Management System (JMS):

Folder NO: The number assigned to the offender during OPSO current booking/intake intake/reception process.

Location: The facility at which the offender is currently housed.

Classification Officer: The OPSO staff member who completed this custody assessment.

Name: The offender's full name, i.e., last name, first name, and middle name or initial.

Date of Birth: The month, day, and year of the offender's birth.

Gender: The offender's gender.

Date and Time: The month, day, and year and time this custody assessment was completed.

Race: The offender's race as identified during the booking process.

Current Custody Level: The offender's custody level at the time of the custody assessment. A custody assessment has not been completed for the offender during the current booking, the current custody level will indicate "unclassified."

Reason for Assessment: The classification officer must select from the drop-down menu the reason for this custody assessment:

- Intake – Initial classification assessment on offender's admission to OPSO.
- Scheduled Review – The offender has been incarcerated in OPSO facility for 60 days since the current booking; at 90-day intervals thereafter complete a reclassification instrument.
- Amended – A classification assessment completed to correct an error on the previous custody assessment.
- Status Change – A review conducted after any change or new information regarding modification of sentence(s), new sentence(s), setting of a minimum term, and reduction of minimum term.
- Disciplinary Report – A review conducted following an adjudicated for a predatory or aggressive severity institutional infraction.

OPSP Custody Assessment Instructions

II. Custody Assessment: For each risk factor, review the specified documentation to determine the category of the risk factor applicable for this offender. If multiple categories are applicable, e.g., the offender is currently incarcerated for multiple charges of different, select the most serious category.

1. **Severity of Current Offense.** Score the most serious offense for which the offender is currently incarcerated. (See Appendix B for the OPSO offense scale.) The OPSO offense severity scale is based on the crime category associated with offense. If the offender is incarcerated for a probation, parole, warrant or attachment, the severity is based on the underlying crime. The JMS will automatically score this factor based on the current charges for which the offender was booked in the OPSO.

Severity of Current Offense – Based on NOSO Crime Category – Score the underlying charge for probation, parole, warrant or attachment	Scores At	
	Initial	Reclass
Charge Category “M” or “O” or “C” Miscellaneous, Other, or City	1	0
Charge Category “F” or “D” or “P” Family, Drugs, or Property	2	1
Charge Category “W” or “K” or “E” Weapon, Juvenile Victim, Escape, Simple Assault, Simple Battery, and Failure to Register as Sex Offender	3	3
Charge Category “A” or “V”– Sexual Assaults or Violent	5	5
Charge Category “B” – Aggravated Charges	7	7

2. **Institutional Violence within the last 10 years.** Score the most serious OPSO violent institutional misconduct infractions received by the offender during the last ten calendar years. Compute the time since the infractions as: Date of this custody assessment minus the date of the disciplinary hearing.

The JMS will review the offender’s disciplinary and identify the most serious violent infraction. The classification officer must review JMS incident reports prior to 2002 to identify violent infractions of which the offender was found guilty that are not stored in the OPDO disciplinary module. (See Appendix C for OPSO severity of institutional infractions scale.) Enter any violent infraction of which the offender has been found guilty in the last 10 years that is not stored in the disciplinary module by selecting “A” and record the required data for the infraction. This will document the infraction scored for this assessment.

Institutional Violence within the last 10 years	Scores at	
	Initial	Reclass
None	0	0
Aggressive Institutional behavior within last 10 years - No a weapon or resulted in a serious injury (OPSO Disciplinary Codes: 3, 102, 252, 253, or 255)	6	5
Predatory behavior within last 10 years - Use of weapon or resulted in a serious injury (OPSO Disciplinary Codes: 1, 2, 4, 5, 52, 101, 201, 202, 251, or 813)	8	8

3. **Escape History.** Consider any conviction or institutional misconduct report for escape or attempted escape from OPSO or from another state, federal or local jurisdiction. Adjudication for attempted/escape from a juvenile correctional facility shall be considered attempted/escape(s) from a minimum-security facility. Compute the time since the escape

OPSP Custody Assessment Instructions

as: Date of assessment minus the date returned from the escape. Do not include absconding from parole or probation or convictions/arrests for failure to appear or flight to avoid arrest.

The JMS will review the offender's disciplinary and prior OPSO bookings to any prior OPSO-related escape behaviors. The classification officer must review the current NCIC (National Criminal Information Center) report to identify any prior convictions for escape from another state, federal or local jurisdiction that are not stored in JMS. The classification officer should enter any conviction for escape identified from the NCIC that is not stored in JMS by selecting "A" and recording the required data for the conviction. (See Appendix B for the LA offense codes and OPSO offense severity scale.) This will document the conviction scored for this assessment.

Escape History	Scores At	
	Initial	Reclass
None	0	0
Escaped or attempted to escape from any minimum, medium, close or maximum security setting <u>within 10 years ago</u>	6	6
Current charge include felony escape or disciplinary report for escape	7	7

High Custody Score: The system will sum the scores for risk factors 1 through 3 – severity of current offense(s), severity of institutional violence, and escape history – to determine the offender's High Custody Score and to assign him/her to medium or high custody, if appropriate, based on the following **High Custody Scale**:

Medium Custody: High Custody Score = 7 points

High Custody: High Custody Score greater than or equal to 8 points

Regardless of the High Custody Score, the system will require the classification officer to score all remaining risk factors.

- 4. Severity of Prior Convictions During the Last 10 Years.** Score the most serious prior crime of which the offender was convicted during the last 10 calendar years. (See Appendix B for the OPSO offense scale.) The OPSO offense severity scale is based on the crime category associated with offense. If the offender was convicted of a violation of probation or parole, its severity is based on the underlying crime.

JMS will identify the most serious conviction during the last 10 calendar years for which the offender was incarcerated with the OPSO. The officer must review the current NCIC report to identify any prior conviction from another state, federal or local jurisdiction that is more serious than the convictions stored in JMS. If the offender's most serious conviction is NOT stored in JMS, the classification officer must enter the information regarding that conviction in JMS by selecting "A" and recording the required data for the conviction. This will document the most serious prior conviction scored for this assessment. Once the data are stored in JMS, the system will generate the appropriate score for this factor based on the following risk categories:

OPSP Custody Assessment Instructions

Severity of Prior Convictions within last 10 years - Based on NOSO Crime Category	Scores At	
	Initial	Reclass
None	0	0
Charge Category "M" or "O" or "C" Miscellaneous, Other, or City	0	0
Charge Category "F" or "D" or "P" Family, Drugs, or Property	2	1
Charge Category "W" or "K" or "E" Weapon, Juvenile Victim, Escape, Simple Assault, Simple Battery, and Failure to Register as Sex Offender	3	2
Charge Category "A" or "V"— Sexual Assaults or Violent	4	3
Charge Category "B" – Aggravated Charges	4	3

5. Number of Prior Felony Convictions within the last 10 years. Count all state, federal, and local convictions received during the last 10 calendar years. Compute time since the conviction as: Date of this assessment minus the date of conviction. Consider the number of counts and the number of cases(s), for example:

- If the offender was convicted of multiple counts of the same offense on a single case, add the number of counts across each type of offense (e.g., 5 counts of sale of controlled substances and 3 counts of possession of controlled substance equals 8 convictions).
- If there are multiple cases of the same charge across different jurisdictions, count the number of convictions (e.g., 2 counts of burglary in Jefferson Parish and 1 count of burglary in Beauregard Parish equals 3 convictions).
- Do not count juvenile adjudications; however, if the youth was convicted as an adult for a felony offense, count as a felony conviction.
- Count FastTrack dispositions as prior convictions, these cases have been adjudicated through the court process and the defendant pleaded guilty. The FastTrack disposition remains on the record until the offender has successfully completed the terms and conditions set forth by the order.

JMS will count the number of prior convictions during the last 10 calendar years for which the offender was incarcerated with the OPSO. The classification officer must review the current NCIC report to identify any additional prior convictions from another state, federal or local jurisdiction that are not stored in JMS. If the number of prior convictions as tallied by JMS is less than or equal to two, and the offender's NCIC rap sheet indicates additional convictions, the classification officer must enter total count of the prior convictions in JMS by selecting "A" and recording the required data. This will document the number of prior convictions scored for this assessment. Once the data are stored in JMS, the system will generate the appropriate score for this factor based on the following risk categories: (This risk factor is not on the reclassification instrument.)

Number of Prior Convictions within the last 10 years	Initial
0	0
1+ Misdemeanor conviction with 0 felony convictions	1
1 Felony conviction	2
2 Felony convictions	3
3+ Felony convictions	4

OPSP Custody Assessment Instructions

- 6. Current/Open Felony Warrant, Hold, or Detainer.** Review the offender’s current booking charges to determine if the offender’s has a current or open warrant, hold, or detainer for a felony offense; probation or parole violation hold; his/her current charges have been “multiple billed”; or the total amount for his his/her current bond for any pending charge(s) is greater to equal to \$100,000 or “No Bond.”

JMS will review the charges for which the offender is currently incarcerated to identify the appropriate score for this factor based on the following risk categories:

Current/Open Felony Warrant, Hold, or Detainer	Scores At	
	Initial	Reclass
None or Misdemeanor warrant or attachment	0	0
1+ Felony warrant or attachment or current offense class is felony	1	1
Probation Violation Hold/Warrant - Current	1	1
Parole Violation Hold/Warrant – Current	2	2
1+ Multiple Bills – Current Charges	3	2
Current Bond Amount greater to equal to \$100,000 or No Bond	4	4

- 7. Current Age.** JMS will compute the offender’s current age and autoscore this factor based on his/her date of birth and the date of this custody assessment. The risk categories for the current age factor are:

Current Age	Scores At
	Initial & Reclass
54+ years	0
38 – 53 years	1
26 – 37 years	2
21 – 25 years	3
Lo – 20 years	4

- 8. Community Ties/Stability.** Review the offender’s employment, community contacts, links to the community, etc. to determine:

- **Employment status:** Is he/she is currently employed? If so, is the job, full-time, part-time, temporary, or self-employment?
 - If unemployed, is he/she retired, on SSI, or Disability? OR
 - Is he/she unemployed, homeless, or the employment/income status is not available.
- **Student Status:** Is he/she is currently enrolled as a student at a university, college, vocational school, high-school, etc.?
- **Military Status:** Is he/she currently serving in the U.S. Army, Navy, Marines, or Coast Guard?
- **Community Ties:** Consider whether the offender is a resident of Orleans or Jefferson Parish and/or has provided local contact/emergency information.

JMS will review the offender’s employment status and his local contact information to suggest a scoring for his/her community ties/stability. Based on the classification’s

OPSP Custody Assessment Instructions

interview with the offender, the officer must review this preliminary score to determine the appropriate score for this factor based on the following risk categories:

Community Ties/Stability	Scores At	
	Initial	Reclass
Employed – fulltime or social security, retired, disabled, or military <u>with ties</u> to Community	0	0
Employed – fulltime or social security, retired, disabled or military but <u>no ties</u> to this community	1	1
Student, temp, part-time, or self-employed and has with ties to Community	1	1
Unemployed/homeless/not available, student, temp, part-time, self-employed <u>but no</u> ties to this community	2	1

- 9. Number of Disciplinary Reports within the last 12 months (No not count nuisance behaviors).** For a reclassification assessment, count the number of OPSO institutional misconduct infractions received by the offender during the last 12 months. (Do not count nuisance disciplinary reports. See Appendix B for a listing of OPSO institutional infractions by severity level.) Compute the time since the infractions as: date of this custody assessment minus the date of the disciplinary hearing.

The JMS will review the offender’s disciplinary and compute the number of OPSO infractions. The classification officer must review JMS incident reports prior to 2002 to identify violent infractions of which the offender has been found guilty that are not stored in the OPDO disciplinary module. (See Appendix C for OPSO severity of institutional infractions scale.) Enter any violent infraction of which the offender has been found guilty in the last 10 years that is not stored in the disciplinary module by selecting “A” and record the required data for the infraction. This will document the infraction scored for this assessment.

Number of Disciplinary Reports within the last 12 months (No not count nuisance behaviors)	Score at
	Reclass
0	0
1	1
2 – 3	3
4 – 6	5
7	6

- 10. Most Serious Non-Predatory/Aggressive Institutional Infraction within the last 12 months (No not count nuisance behaviors).** For a reclassification assessment, score the most serious OPSO non-predatory/aggressive institutional infraction received by the offender during the last twelve months. (Do not count disciplinary reports for nuisance-level infractions. Also do not score predatory or aggressive infractions as these infractions will have been considered for the institutional violence risk factor. See Appendix C for a listing of OPSO institutional infractions by severity level.) Compute the time since the infractions as: date of this custody assessment minus the date of the disciplinary hearing.

OPSP Custody Assessment Instructions

The JMS will review the offender's disciplinary and identify the most serious non-violent infraction. The classification officer must review JMS incident reports during the last 12 months to identify non-violent infractions of which the offender has been found guilty that are not stored in the OPDO disciplinary module. Enter any non-violent infraction of which the offender has been found guilty in the last 12 months that is not stored in the disciplinary module by selecting "A" and record the required data for the infraction. This will document the infraction scored for this assessment.

Most Serious Non-Predatory/Aggressive Institutional Infraction within the last 12 months (Do not score infractions scored for the institutional violence risk factor.)	Reclass Score
None or only nuisance	0
Disruptive Behaviors – (Consider OPSO Disciplinary Codes: 152,153,155,205, 206, 207, 208, 211, 254, 301, 302,303,304,305, 306, 351 401, 402, 451, 453, 501, 502, 551, 552, 553, 601, 602, 603, 652, 704, 751, 752, 801, 806, 816, 821, or 823)	3
Management Problem Infractions (Consider OPSO Disciplinary Codes: 51, 53, 103, 151, 154, 203, 204, 209, 256, 257, 258, 259, 753, 824 or 824)	4

Total Score: The sum of the scores for the objective custody risk factors will be auto-computed by the JMS and appear in the box for the Total Score.

III. Custody Decision

- A. Scored Custody Level:** The offender's **scored custody level** based solely on his/her Total Score will be determined from the following custody scale:

Scored Custody Level	Men and Women
Minimum	Lo – 14
Medium	15 – 18 or High Custody Score = 7
High Custody	19+ or High Custody Score greater than or equal to 8
Maximum Custody	Escape History Factor greater than or equal to 6

- B. Mandatory Restrictors.** This section of the instrument addresses OPSO mandatory policy criteria for ensuring that offenders with specific offense and/or criminal history factors do not progress below a certain custody level. Mandatory override factors control the least restrictive custody level to an offender may be assigned. Thus, if she/he scores as Minimum and has an applicable mandatory override factor (e.g., active felony detainer) assign the offender to the more restrictive custody level, i.e., Medium.

Staff does not have discretion regarding the offender's assigned custody level if one or more mandatory restrictors as designated by OPSP policy are applicable to the custody assessment. However, a warden can recommend an override of the mandatory criteria to the Chief of Security. Justification for a recommended override must be submitted in writing to the Classification Manager and approved by the Chief of Security prior to modification of the offender's custody level and his/her transfer to a facility or unit with a security level different from that indicated by the applicable mandatory restrictor(s).

OPSP Custody Assessment Instructions

B.1 Override to Medium: Select the mandatory override factor(s) applicable to this classification assessment. If the Scored Custody Level is Minimum, override the custody level to Medium if the offender has:

1. **Felony Detainer, Hold, Or Warrant:** If the offender has an active felony detainer, or warrant or if the offender must be physically transferred to the custody of the agency holding the warrant/detainer, the offender is not eligible for minimum custody.
2. **5 – 14.99 Years To Serve:** Consider the sum of minimum terms for all consecutive sentences to be served by the offender, if the total time to be served is between 5 and 14.99 years, the offender is not eligible for minimum custody.

B.2 Override to High Custody: Select the mandatory override factor(s) applicable to this classification assessment. If the Scored Custody Level is Minimum or Medium, override the custody level to High Custody if the offender has:

3. **15+ Years To Serve:** Consider the sum of minimum terms for all consecutive sentences to be served by the offender, if the total time to be served is equal to or greater than 15.00 years, assigned the offender to High Custody.

B.3 Override to Maximum Custody: Select the mandatory override factor(s) applicable to this classification assessment. If the Scored Custody Level is Minimum, Medium, or High Custody override the custody level to Maximum if the offender has:

4. **History Of Escape From A Secure Facility:** If the offender has a conviction for escape from any local, state, or federal secure facility, assigned the offender to Maximum Custody. If the security level of the facility from which offender escape is not specified, assume it is a secure facility and assign the offender to Maximum Custody.
5. **Death Sentence:** If the offender has a sentence of “death” assign him/her to Maximum Custody. Notify medical and mental health staff in accordance with OPSO policies regarding review/monitoring of offenders with death sentences.

C. Discretionary Overrides For Higher Custody Level. This section is designed to address management issues that warrant attention and possible intervention by staff in the form of special housing or elevation of the offender’s custody level. An override factor may be cause to increase the offender’s custody level. Indicate each of the override factors applicable to this classification assessment.

1. **Circumstances Of The Offense/High Profile Case:** The crime created significant press because of its heinousness or because the offender was a public figure, public official, or criminal justice staff person. This may include offenders charged or convicted of a sex-related offense (e.g., rape, sexual assault, child abuse) and that require special housing to ensure their safety or to provide programming.
2. **Institutional Management Problem:** Offender has a documented history of management problems while confined. He/she is known to have repeatedly incited, provoked, and/or agitated peers; disrupted facility operations; and/or to have

OPSP Custody Assessment Instructions

demonstrated a substantial lack of cooperation with authority figures. Violence threats include a documented history of violent conduct, such as murder, rape, assault, intimidation involving a weapon, and arson.

3. **Gang Affiliation:** Offender is a known member of a street, prison, political or religious group that use violence to achieve its' goal within a correctional setting and/or in the community. This affiliation must be considered to be a management issue within the facility.
 4. **Mental Health Need:** Offender has a mental health need/problem that requires special housing or supervision. He/she has been examined by mental health staff and found to be incapable of functioning in any housing area other than a highly structured treatment environment because he/she constitutes a danger to self or because he/she may have difficulty interacting with others due to limited comprehension and communication skills.
 5. **Other (Higher Custody Level):** Describe other management considerations that may require placement of the offender in a more restrictive custody level.
- D. Discretionary Overrides For Lower Custody Level.** This section is designed to address management issues that warrant attention and possible intervention by staff in the form of special housing or reduction of the offender's custody level. An override factor may be cause to decrease the offender's custody level. Indicate each of the override factors applicable to this custody assessment. A reason for any discretionary override must be provided.
6. **Circumstances Of The Offense:** The circumstances of the crime do not reflect the actual severity of the charges, e.g., there was no injury to the victim, property, items were returned, etc.
 7. **Outstanding Conduct:** During the last 12 months, the offender has exhibited exceptional behavior and/or participation in programs that suggests he/she could function in a less restrictive custody level. Outstanding conduct cannot be used to modify an offender's initial classification level.
 8. **Institutional Naiveté/1st Incarceration:** The offender's naivety with respect to institutional culture requires assignment to a level of supervision that will ensure his/her safety, proper program participation, or appropriate associations. Offender is unaware and unsophisticated with regard to jail culture and therefore is not prepared to cope with precarious situations and relationships within the jail environment.
 9. **Medical Problem/Developmental Disability:** Offender has an observable medical problem or physical impairment or self reports a medical problem or condition that suggests a lower custody level is appropriate. a referral to the healthcare unit. Staff must describe the specific health-related concern(s) that impact the custody and/or housing assignment recommendation in the "Comments on special issues" box. Indicate the type of medical health or physical impairment concern:

OPSP Custody Assessment Instructions

Short-term physical impairment – the offender has a physical impairment that impacts his/her threat to safety and security of the institution, e.g., broken leg.

Long-term physical impairment – the offender has a physical impairment that impacts his/her threat to safety and security of the institution, e.g., is paralyzed, limps, heart condition, requires dialysis, etc.

10. Mental Health Need: Offender has a mental health need/problem that requires special consideration. Mental health staff has indicated that he/she incapable of functioning in a high security environment because he/she constitutes a danger to self or because he/she may have difficulty interacting with others due to limited comprehension and communication skills.

11. Other (Lower Custody Level): Describe other management considerations that may require placement of the offender in a less restrictive custody level.

E. Assigned Custody Level: After reviewing the scored custody level and all information that would require application of a mandatory restrict or justify a discretionary custody exception, indicate the assigned custody level. This will be the same as the scored custody level if none of the mandatory restrictors are applicable or discretionary override is not recommended. OPSO custody levels include:

- **Minimum Custody:** Offenders in this level have demonstrated acceptable behavior and are not believed to be a threat to the community. They may be housed in a secure facility but work outside a secure facility. They enjoy movement day and night without the use of passes. They participate in unescorted outside movement for program purposes on a time-restricted basis.
- **Medium Custody:** Offenders have some potential for escape and/or require moderate custodial supervision. They are normally housed within a secure facility that includes a double fence. They have a great deal of freedom of movement within the facility during normal work and program hours. Restraints must be used for any outside movement except work or program assignments.
- **High Custody:** Offenders in this level have demonstrated by their conduct to pose risks to the security of the institution and safety of staff or other offenders and, therefore, require continuous supervision. These offenders are prohibited from participation in any programming requiring outside movement. Inside movement is closely observed. High custody should be reserved for offenders whose past violence and/or escape history indicate a need for very strict control.
- **Maximum Custody:** Offenders at this level require the greatest degree of supervision due to the danger they pose to others and/or to the security of the institution, or because their lives or well-being are in jeopardy and they refuse protective custody. This level includes offenders in involuntary administrative segregation as well as mandatory administrative segregation.

OPSP Custody Assessment Instructions

- F. Comments:** Provide additional comments, explanation, or documentation of the information used to document the scores for any of the objective risk factors, rationale for any override of the custody level and/or recommended housing assignment.

- G. Signature:** Upon completion of the custody assessment, save the document. JMS will store the document along with the date, time, and name of the staff member who completed the instrument. If a discretionary override is recommended, the custody assessment will be forwarded via JMS to the classification officer's supervisor for review and final approval.

DRAFT

Appendix A. OPSO Classification Instruments

Orleans Parish Sheriff's Office
Initial Classification Instrument

I. Identification

Folder No.	Location:	Cls Officer:
Last Name	First Name	Middle Name/Initial
_____/_____/_____ Date of Birth	Gender:	Date and Time of the Custody Assessment:
Race	Current Custody Level	Reason for Assessment

II. Custody Assessment

A. Risk Factors	Score
1. Severity of Current Offense – Based on NOSO Crime Category – score underlying charge for probation, parole, warrant or attachment	
Charge Category "M" or "O" or "C" Miscellaneous, Other, or City	1
Charge Category "F" or "D" or "P" Family, Drugs, or Property	2
Charge Category "W" or "K" or "E" Weapon, Juvenile Victim, Escape, Simple Assault, Simple Battery, and Failure to Register as Sex Offender	3
Charge Category "A" or "V" – Sexual Assaults or Violent	5
Charge Category "B" – Aggravated Charges	7
2. Institutional Violence within the last 10 years	
None	0
Aggressive Institutional behavior within last 10 years - No a weapon or resulted in a serious injury (OPSO Disciplinary Codes: 3, 102, 252, 253, or 255)	6
Predatory behavior within last 10 years - Use of weapon or resulted in a serious injury (OPSO Disciplinary Codes: 1, 2, 4, 5, 52, 101, 201, 202, 251, or 813)	8
3. Escape History	
None	0
Escaped or attempted to escape from any minimum, medium, close or maximum security setting <u>within 10 years ago</u>	6
Current charge include felony escape or disciplinary report for escape	7
High Security Score	
4. Severity of Prior Convictions within last 10 years - Based on NOSO Crime Category	
None	0
Charge Category "M" or "O" or "C" Miscellaneous, Other, or City	0
Charge Category "F" or "D" or "P" Family, Drugs, or Property	2
Charge Category "W" or "K" or "E" Weapon, Juvenile Victim, Escape, Simple Assault, Simple Battery, and Failure to Register as Sex Offender	3
Charge Category "A" or "V" – Sexual Assaults or Violent	4
Charge Category "B" – Aggravated Charges	4
5. Number of Prior Convictions within the last 10 years	
0	0
1+ Misdemeanor conviction with 0 felony convictions	1
1 Felony conviction	2
2 Felony convictions	3
3+ Felony convictions	4
6. Current/Open Felony Warrant, Hold, or Detainer	
NONE or Misdemeanor warrant or attachment	0
1+ Felony warrant or attachment or current offense class is felony	1
Probation Violation Hold/Warrant - Current	1
Parole Violation Hold/Warrant – Current	2
1+ Multiple Bills – Current Charges	3

Appendix A. OPSO Classification Instruments

A. Risk Factors	Score
Current Bond Amount greater to equal to \$100,000 or No Bond on open charge	4
7. Current Age	
54+ years	0
38 – 53 years	1
26 – 37 years	2
21 – 25 years	3
Lo – 20 years	4
8. Community Ties/Stability	
Employed – fulltime or social security, retired, disabled or military <u>with ties</u> to community	0
Employed – fulltime or social security, retired, disabled or military but <u>no ties</u> to community	1
Student, temp, part-time, or self-employed and has with ties to Community	1
Unemployed/homeless/not available, Student, temp, part-time, self-employed <u>but no ties</u> to community	2
Total Score	

III. Custody Decision

A. Scored Custody Levels	Men and Women	Scored Custody
Minimum	Lo – 14	
Medium	15 – 18 or High Custody Score = 7	
High Custody	19+ or High Custody Score GE 8	
Maximum Custody	Escape History Factor GE 6	
B. Mandatory Restrictors		
B.1 Override To Medium , if the Scored Custody Level Is Minimum <u>And</u> the Offender has:	<input type="checkbox"/> Felony Detainer, Hold, Or Warrant <input type="checkbox"/> 5 – 14.99 Years To Serve	
B.2 Override To Hi Security , if the scored Custody Level Is Minimum Or Medium <u>And</u> the offender has:	<input type="checkbox"/> 15+ Years To Serve	
B.3 Override To Maximum , if the offender has:	<input type="checkbox"/> History Of Escape From A Secure Facility <input type="checkbox"/> Death Sentence	
C. Discretionary Overrides For Higher Custody Level - Must Indicate Reason(s).		
<input type="checkbox"/> Circumstances Of The Offense/ High Profile Case	<input type="checkbox"/> Institutional Management Problem	
<input type="checkbox"/> Gang Affiliation	<input type="checkbox"/> Other	
<input type="checkbox"/> Mental Health Need	(Specify): _____	
D. Discretionary Overrides For Lower Security Level - Must Indicate Reason(s).		
<input type="checkbox"/> Circumstances Of The Offense	<input type="checkbox"/> Institutional Naiveté/1 st Incarceration	
<input type="checkbox"/> Mental Health Need	<input type="checkbox"/> Other	
	(Specify): _____	
E. Assigned Custody Level		
<input type="checkbox"/> Minimum	<input type="checkbox"/> Medium	<input type="checkbox"/> Hi Custody
		<input type="checkbox"/> Maximum
F. Comments:		
G. SIGNATURES		
Staff:		Date:
Supervisor:		Date:

Appendix A. OPSO Classification Instruments

Orleans Parish Sheriff's Office
Reclassification Instrument

I. Identification

Folder No.	Location:	Cls Officer:
Last Name	First Name	Middle Name/Initial
_____/_____/_____ Date of Birth	Gender:	Date and Time of the Custody Assessment:
Race	Current Custody Level	Reason for Assessment

II. Custody Re-Assessment

Risk Factors	Score
1. Severity of Current Offense – Based on NOSO Crime Category – Score the underlying charge for a probation, parole, warrant or attachment	
Charge Category “M” or “O” or “C” Miscellaneous, Other, or City	0
Charge Category “F” or “D” or “P” Family, Drugs, or Property	1
Charge Category “W” or “K” or “E” Weapon, Juvenile Victim, Escape, Simple Assault, Simple Battery, and Failure to Register as Sex Offender	3
Charge Category “A” or “V” – Sexual Assaults or Violent	5
Charge Category “B” – Aggravated Charges	7
2. Institutional Violence within the last 10 years	
None	0
Aggressive Institutional behavior within last 10 years - No a weapon or resulted in a serious injury (OPSO Disciplinary Codes: 3, 102, 252, 253, or 255)	5
Predatory behavior within last 10 years - Use of weapon or resulted in a serious injury (OPSO Disciplinary Codes: 1, 2, 4, 5, 52, 101, 201, 202, 251, or 813)	8
3. Escape History	
None	0
Escaped or attempted to escape from any minimum, medium, close or maximum security setting <u>within 10 years ago</u>	6
Current charge include felony escape or disciplinary report for escape	7
High Custody Score	
4. Prior Offense Severity within last 10 years - Based on NOSO Crime Category	
None	0
Charge Category “M” or “O” or “C” Miscellaneous, Other, or City	0
Charge Category “F” or “D” or “P” Family, Drugs, or Property	1
Charge Category “W” or “K” or “E” Weapon, Juvenile Victim, Escape, Simple Assault, Simple Battery, and Failure to Register as Sex Offender	2
Charge Category “A” or “V” – Sexual Assaults or Violent	3
Charge Category “B” – Aggravated Charges	3
5. Number of Disciplinary Reports within the last 12 months (No not count nuisance infractions)	
0	0
1	1
2 – 3	3
4 – 6	5
7	6
6. Most Serious Non-Predatory/Aggressive Institutional Infraction within the last 12 months (Do not count infractions counted for risk factor 2.)	
None or only nuisance	0
Disruptive Behaviors – (Consider OPSO Disciplinary Codes: 152,153,155,205, 206, 207, 208, 211, 254, 301, 302,303,304,305, 306, 351 401, 402, 451, 453, 501, 502, 551, 552, 553, 601, 602, 603, 652, 704, 751, 752, 801, 806, 816, 821, or 823)	3

Appendix A. OPSO Classification Instruments

Risk Factors	Score
Management Problem Infractions (Consider OPSO Disciplinary Codes: 51, 53, 103, 151, 154, 203, 204, 209, 256, 257, 258, 259, 753, 824 or 824)	4
7. Current/Open Felony Warrant, Hold, or Detainer	
None or Misdemeanor warrant or attachment	0
1+ Felony warrant or attachment or current offense class is felony	1
Probation Violation Hold/Warrant - Current	1
Parole Violation Hold/Warrant – Current	2
1+ Multiple Bills – Current Charges	2
Current Bond Amount greater to equal to \$100,000 or No Bond on open charges	4
8. Current Age	
54+	0
38 – 53	1
26 – 37	2
21 – 25	3
Lo – 20	4
8. Community Ties/Stability	
Employed – fulltime or Social security, retired, disabled or military <u>with ties</u> to community	0
Employed – fulltime or Social security, retired, disabled or military but <u>no ties</u> to community	1
Student, temp, part-time, or self-employed and has with ties to Community	1
Unemployed/homeless/not available, student, temp, part-time, self-employed <u>but no ties</u> to community	1
Total Score	

III. Custody Decision

A. Scored Custody Levels	Men and Women	Scored Custody
Minimum	Lo – 12	
Medium	13 –18 or High Custody Score 6 -7	
High Security	19+ or High Custody Score 8+	
Maximum Security	Escape History Factor \geq 7	
B. Mandatory Restrictors		
Override To Medium , if the Scored Custody Level Is Minimum <u>And</u> the Offender has:		
<input type="checkbox"/> Felony Detainer, Hold, Or Warrant	<input type="checkbox"/> 5 – 14.99 Years To Serve	
Override To Hi Security , if the scored Custody Level Is Minimum Or Medium <u>And</u> the Offender has:		
<input type="checkbox"/> 15+ Years To Serve		
Override To Maximum , if the Offender has:		
<input type="checkbox"/> History Of Escape From A Secure Facility	<input type="checkbox"/> Death Sentence	
C. Discretionary Overrides For Higher Custody Level - Must Indicate Reason(s).		
<input type="checkbox"/> Circumstances Of The Offense	<input type="checkbox"/> Institutional Management Problem	
<input type="checkbox"/> Gang Affiliation	<input type="checkbox"/> High Profile Case	
<input type="checkbox"/> Mental Health Need	<input type="checkbox"/> Other (Specify): _____	
D. Discretionary Overrides For Lower Security Level - Must Indicate Reason(s).		
<input type="checkbox"/> Circumstances Of The Offense	<input type="checkbox"/> Outstanding Conduct	
<input type="checkbox"/> Institutional Naiveté/1 st Incarceration	<input type="checkbox"/> Medical Problem	
<input type="checkbox"/> Mental Health Need/Developmental Disability	<input type="checkbox"/> Other (Specify): _____	
E. Assigned Custody Level		
<input type="checkbox"/> Minimum	<input type="checkbox"/> Medium	<input type="checkbox"/> Hi Security
		<input type="checkbox"/> Maximum
F. Comments:		

Appendix A. OPSO Classification Instruments

G. SIGNATURES			
Staff:		Date:	
Supervisor:		Date:	

DRAFT

Appendix B. OPSO Offense Severity Crime Categories

Crime Category = B – Aggravated Charges
1st Degree Murder
1st Degree Murder During Crime
2nd Degree Murder
Acc 1st Degree Murder
Acc 2nd Degree Murder
Acc Agg Assault With A Firearm
Acc Agg Battery
Acc Att 2nd Degree Murder
Agg 2nd Degree Battery
Agg Assault
Agg Assault Upon Peace Officer W/Firearm
Agg Assault W/Vehicle Upon Peace Officer
Agg Assault With A Firearm
Agg Battery
Assault By Drive-By Shooting
Att 1st Degree Murder
Att 2nd Degree Murder
Att Manslaughter
Consp 1st Degree Murder
Consp 2nd Degree Murder
Domestic Abuse Aggravated Assault
Manslaughter
Manslaughter W/O Intent To Cause Death
Negligent Homicide Criminal Negligence
Prin Aggravated Battery
Principal Attempt 2nd Degree Murder
Second Degree Feticide
Vehicular Homicide
Crime Category = A – Sex Offenses
Agg Rape
Agg Rape Offender Armed W/Weapon
Att Fail To Notify Of Sex Offender
Att Fail To Register As Sex Offender
Att Forcible Rape
Fail To Change Address As Sex Offender
Fails To Register Periodically Renew And
Failure To Notify Of Sex Offender
Failure To Register As Sex Offender
Forcible Rape
Oral Sexual Battery
Registration Of Sex Offender
Sex Offender Fail To Pay Annual Reg. Fee
Sexual Battery

Appendix B. OPSO Offense Severity Crime Categories

Simple Rape
Crime Category = V – Violent Offenses
2nd Degree Battery
Acc Armed Robbery
Agg Arson
Agg Burglary
Agg Criminal Damage To Property
Agg Flight From Officer/Life Endangered
Agg Kidnapping
Armed Robbery
Armed Robbery With A Firearm
Att 2nd Degree Kidnapping
Att Agg Arson
Att Agg Burglary
Att Agg Kidnapping
Att Armed Robbery
Att Armed Robbery With Firearm
Att First Degree Robbery
Att Purse Snatching
Att Simple Robbery
Att To Disarm A Peace Officer
Battery - Correctional Facility Employee
Battery Of Correctional Officer
Battery Of Police Officer
Battery Police Officer With Injury
Carjacking
Consp Armed Robbery
Criminal Trespass
Criminally Negligent Discharging Firearm
Extort-Threat Injury
Extortion
False Imprisonment With Weapon
First Degree Robbery
Home Invasion
Intimidating/Impeding/Injuring Witnesses
Prin Simple Robbery
Principal Armed Robbery
Public Intimidation
Purse Snatching
Resisting A Police Officer With Force
Second Degree Kidnapping
Second Degree Robbery
Simple Assault
Simple Battery

Appendix B. OPSO Offense Severity Crime Categories

Simple Battery Of The Infirm
Simple Robbery
Simple/Aggravated Escape
Stalking Upon A Second Conviction
Crime Category = W – Weapon-Related Offenses
Att Ill Carrying Weapons With Cds
Att Poss Firearm By A Felon
Att Poss Of Firearm By Felon
Consp Illegal Use Of Weapons
Dangerous Instrumentalities
Discharging Firearm During Violent Crime
Firearm At School Or School Function
Illegal Carrying Of A Weapon
Illegal Carrying Of Firearm On Parade Route
Illegal Carrying Weapon 2nd Conviction
Illegal Carrying Weapon With Cds
Illegal Carrying Weapons
Illegal Carrying Weapon
Illegal Use Of A Weapon
No Person Shall Introduce Contraband
Obliteration Of Firearm Serial Number
Poss Of A Firearm Or Weapon By Felon
Poss Of Firearm W/Obliterated Serial Number
Possession Of Firearm In Abo
Possession Sawed-Off Shotgun Or Rifle
Possession/Dealing Unregistered Weapons
Crime Category = K – Juvenile Victim-Related Offenses
Agg Incest
Att Agg Incest
Criminal Neglect Of Family
Cruelty To Juvenile
Felony Carnal Knowledge Of A Juvenile
Indecent Behavior With Juvenile Under Age 13
Indecent Behavior With Juvenile
Molestation Of A Juvenile Or Disabled
Obscenity With Person Under 17
Pornography Involving Juveniles
Second Degree Cruelty To Juveniles
Crime Category = F – Family Offense
Domestic Abuse Battery
Domestic Abuse Battery Impeding Breath
Domestic Abuse Battery Involve Strangulation

Appendix B. OPSO Offense Severity Crime Categories

Domestic Abuse Third Offense
Violation Of Protective Orders
Crime Category = E – Escape Offenses
Acc Simple/Aggravated Escape
Att Simple Escape
Att Simple/Aggravated Escape
Escape From Place Of Detention
Simple Escape
Crime Category = D – Drug-Related Offenses
2nd Off Prohibited Drug Paraphernalia
Amphetamine Poss
Att & Consp Schedule Ii
Att Dist Marijuana
Att Dist Methamphetamine
Att Dist Of A False Control Dang. Substance
Att Dist Of False Drugs
Att Dist Of Oxycodone
Att Dist Schedule 2
Att Poss Cocaine
Att Poss Heroin
Att Poss Of A Cds By Fraud
Att PWIT Distribute Cocaine
Att PWIT Distribution Heroin
Att To Poss WITD Marijuana
Att*Consp PWITD Alprazolam
Att & Consp Dist/Poss Legend Drug W/O Pres
Carisoprodol (Soma) Possession
Clonazepam - Poss
Composition Of Schedules
Consp Dist Cocaine
Consp Dist Schedule I
Consp Dist Schedule Ii
Consp & Att PWITD Diazepam
Conspire To PWIT Distribute Marijuana
Creating/Operating Clandestine Drug Lab
Diazepam – Poss
Dist Of Marijuana
Dist Sched 2 Narcotic
Dist Schedule 1 Non Narcotic
Distribute Methelyndioxymethamphetamine
Distribution Of Cocaine
Distribution Of Cocaine (Crack)
Distribution Of False Drug

Appendix B. OPSO Offense Severity Crime Categories

Distribution Of Heroin
Drug Paraphernalia
Ecstasy (Mdma) Poss
Hydrocodone Poss
Ist Conviction Of Drug Paraphernalia
LSD Lysergic Acid Poss
Manufacture Or Distribute Counterfeit CDS
Marijuana/Third Or Subsequent Conviction
Methamphetamine - Poss
Obtain Drugs With False Prescription
Oxycodone Possession
Penalties For Subsequent Convictions
Poss 28 To 200 Grams Cocaine
Poss Marijuana
Poss Marijuana 1st Offense
Poss Marijuana 2nd Offense
Poss Marijuana 3rd Offense
Poss Marijuana 4th Offense
Poss Marijuana First Conviction
Poss Marijuana Second Conviction
Poss Of Alprazolam
Poss Of Drug Paraphernalia
Poss Schedule 1 Narcotic
Poss Schedule 2 Other
Poss Schedule 4
Poss Suboxone
Poss WITD Heroin
Possession Of Cocaine
Possession Of Cocaine (Crack)
Possession Of Heroin
Possession Of Heroin 28 To 199 Grams
Prin Distribution Schedule I Drug
Prin Poss Schedule Ii
Prin PWIT Distribution Cocaine (Crack)
Prod_ Manuf_ Dist_ Or PWIT Dist Sch 1
Prohibit Drug Paraphernalia < 17
Prohibited Acts All Schedules
Psilocybin (Mushroom) Poss
PWIT Amphetamine
PWIT Dist Cds Schedule I Narcotic Drug
PWIT Distribute Alprazolam
PWIT Distribute Cocaine
PWIT Distribute Cocaine (Crack)
PWIT Distribute Ecstasy {Mdma}
PWIT Distribute Hydrocodone

Appendix B. OPSO Offense Severity Crime Categories

PWIT Distribute Methadone
PWIT Distribute Oxycodone/Done
PWIT Marijuana
PWIT/Cds/W/2000 Ft Of School
PWITD Clonazepam
PWITD Counterfeit Cds
PWITD Hydrocodone
Sale/Dist/Poss Of Legend Drug W/O Prescription
Schedule I Drugs
Schedule Ii Drugs
Schedule Iv Drugs
Simple Possession Of Marijuana
Unlawful Use/Possess Drug Paraphernalia
Crime Category = P – Property Offenses
Access Device Fraud
Access Device Fraud < \$500.00
Alter/Remove Auto Vin # 1st Offense
Att Bank Fraud
Att Forgery
Att Ill Poss Of Stolen Things
Att Simple Arson
Att Simple Burglary
Att Simple Burglary Inhabited Dwelling
Att Theft
Att Theft \$500 - \$1_499
Att Theft Of Goods \$500 To \$1499
Att Unauth Entry Inhabited Dwelling
Att Unauth Entry Of A Business
Bank Fraud
Cheating And Swindling
Conspired To Commit Crime Home Invasion
Criminal Damage Property
Criminal Damage/Domestic
Identity Theft
Ill Poss Of Stolen Firearms 1st Offense
Ill Poss Of Stolen Things
Ill Poss Stolen Auto
Ill Poss Stolen Auto > \$1500
Ill Poss Stolen Auto \$500 To \$1500
Ill Poss Stolen Auto Over \$500
Ill Poss Stolen Things < \$500
Ill Poss Stolen Things > \$1500
Ill Poss Stolen Things \$500 To \$1500
Ill Poss Stolen Things Over \$500

Appendix B. OPSO Offense Severity Crime Categories

Ill Poss Stolen Things Under \$500
Issuing Worthless Checks
Issuing Worthless Checks \$1500 Or More
Looting
Looting During A State Of Emergency
Monetary Instrument Abuse
Possess Stolen Things
Prin Theft
Simple Arson
Simple Burglary
Simple Burglary Of An Inhabited Dwelling
Simple Burglary Of Religious Building
Simple Burglary-Is The Unauth Entering
Simple Criminal Damage \$500 To \$50_000
Simple Criminal Damage Over \$50_000
Simple Criminal Damage To Property < \$500
Theft
Theft \$1500 Or More
Theft Between \$500 And \$1499
Theft Motor Vehicle \$1500 Or More
Theft Motor Vehicle \$500 To \$1500
Theft Multiple Offenses-Auto
Theft Of A Firearm
Theft Of Animals \$500 To \$1500
Theft Of Goods
Theft Of Goods < Than \$500.00
Theft Of Goods \$1500 Or More
Theft Of Goods \$300 To \$500
Theft Of Goods \$500 To \$1499
Theft Of Goods Over \$500
Theft Over \$500
Theft Under \$500.00
Unauthorized Entry Inhabited Dwelling
Unauthorized Entry Of A Business
Unauthorized Use Access Card
Unauthorized Use Access Card > \$1500
Unauthorized Use Of Motor Vehicle
Unauthorized Use Of Moveable \$500/More
Crime Category = M – Miscellaneous Offenses
Accessories After Fact
Att Ill Use Counterfeit Trademark
Att Simple Burglary
Att Simple Robbery
Attachment-Municipal

Appendix B. OPSO Offense Severity Crime Categories

Attachment-Traffic
Bail Jumping On Felony Case
Battery
Commitment
Commitment-Municipal
Commitment-State
Commitment-Traffic
Contempt Of Court
Criminal Trespass
Criminal Trespass
Criminal Trespass 1st Offense
Cruelty To Animals.
Dealer's Temp Plates
Detainer
Disruption Of The Operation Of A School
Disturbing The Peace
Disturbing The Peace/Domestic Violence
Driving License Suspended
Driving While Intox 4 Or More Conviction
Driving While Intoxicated
Driving While Intoxicated 3rd Conviction
False Swearing Public Health
Filing False Public Records
Flight From An Officer
Forgery
Hold
Human Trafficking
Ice Detainer
Ill Use Of Counterfeit Trademark
Interfering With Lawful Investigation
La Racketeering Act
Lewd Conduct
Malfeasance In Office
Multiple Bill
No Person Shall Posses Contraband Upon
Obscenity
Obstruction Public Place
Obstruction Of Justice
Out Of State Warrant
Owner Vehicle Registry
Parole Violation
Perjury
Possession Burglary Tools For Crime
Probation Violation
Prostitution Prior Conviction > 5yrs

Appendix B. OPSO Offense Severity Crime Categories

Public Drunkenness
Remaining In Places After Forbidden
Resist/Obstruct Officer
Resisting An Officer
Simple Kidnapping
Stalking
Stalking Person With A Protective Order
Tampering
Unauth Use Of Moveable
Warrant
Writ For Criminal District Court
Crime Category = O – Other
Duty Of Offenders Notify Law Enforcement
Crime Category = Possible Victim Of Sex Assault
Crime Against Nature
Crime Against Nature /Solicitation (Misd)
Pandering
Promoting Prostitution
Prostitution
Prostitution 2nd Conviction
Solicitation Prostitution
Solicitation Prostitution On Public Prop
Soliciting For Prostitutes

DRAFT

Appendix C. OPSO Disciplinary Codes – Severity Scale for Classification

Predatory		
1	Killing	P
2	Assaulting Any Person	P
4	Threatening Another With Bodily Harm Or With Any Offense	P
5	Extortion, Blackmail, Protection: Demanding Or Receiving Money	P
52	Making Sexual Proposals Or Threats To Another	P
101	Escape	P
201	Possession/Introduction Explosive/Ammunition	P
202	Possession Or Introduction Of A Gun, Firearm, Weapon,	P
251	Rioting	P
813	Weapons Of Any Type Will Not Be Allowed On The Tier	P
Aggressive		
3	Fighting With Another Person	A
102	Attempting Or Planning Escape.	A
252	Encouraging Others To Riot	A
253	Engaging In Or Encouraging A Group Demonstration.	A
255	Encouraging Others To Refuse To Work Or Participate In Work	A
Management Problem		
51	Engaged In Sexual Acts With Others	M
53	Indecent Exposure	M
103	Wearing A Disguise Or Mask	M
151	Setting A Fire	M
154	Tampering With Or Blocking Any Locking Device	M
203	Possession, Introduction Or Use Of Any Narcotics, Narcotic	M
204	Misuse Of Authorized Medication	M
209	Possessing Any Officer's/Staff Clothing	M
256	Refusing To Obey An Order Of Any Staff Member	M
257	Violating Furlough Condition	M
258	Violating A Condition Of Work Or Study Release	M
259	Refusing To Provide A Urine Sample, Breathalyzer Test, Or	M
753	Giving/Receiving Money From Any Person For Purposes Of Introducing Contraband	M
824	Disciplinary Action Taken In The Prison Regarding Violation	M
Disruptive		
152	Destroying, Altering Or Damaging Government Property Or	D
153	Stealing (Theft)	D
155	Adulteration Of Any Food Or Drink	D
205	Possession Of Money Or Currency, Unless Specifically	D

Appendix C. OPSO Disciplinary Codes – Severity Scale for Classification

206	Possession Of Property Belonging To Another Person	D
207	Loaning Of Property Or Anything Of Value For Profit Or	D
208	Possession Of Anything Not Authorized For Retention Or	D
211	Mutilating Or Altering Clothing Issued By The Government	D
254	Refusing To Work Or To Accept A Program Assignment	D
301	Unexcused Absence From Work Or Any Assignment	D
302	Malingering, Feigning An Illness	D
303	Failing To Perform Work As Instructed By A Supervisor	D
304	Insolence Towards A Staff Member	D
305	Lying Or Providing A False Statement To A Staff Member	D
306	Conduct Which Disrupts Or Interferes With The Security Or	D
351	Counterfeiting, Forging, Or Unauthorized Reproduction Of Any	D
401	Participating In An Unauthorized Meeting Or Gathering	D
402	Being In An Unauthorized Area	D
451	Failure To Follow Safety Or Sanitation Regulations	D
452	Using Any Equipment Or Machinery Which Is Not Specifically Authorized	D
453	Using Any Equipment Or Machinery Contrary To Instructions Or	D
501	Failing To Stand Count	D
502	Interfering With The Taking Of Count	D
551	Making Intoxicants	D
552	Being Intoxicated	D
553	Smoking Where Prohibited	D
601	Gambling	D
602	Gambling Pool	D
603	Gambling Paraphernalia	D
652	Tattooing Or Self-Mutilation	D
704	Conducting A Business	D
751	Giving/Offering Bribe/Anything Of Value To Official Or Staff Member	D
752	Giving/Accepting Money/Anything Of Value From Another Inmate	D
801	Attempting To Commit Any Of The Above Offenses, Aiding	D
806	No Inmate Will Be Allowed In The Vestibule Area Without The	D
816	Any Breach Of The Inmate Rules And Procedures Will Result In	D
818	Possession Of Radio/Television	D
821	You Will Not Be Allowed To Possess Another Inmate's	D
823	Altering/Switching Identification	D
Nuisance		
210	Possessing Unauthorized Clothing	N
554	Using Abusive Or Obscene Language	N
651	Being Unsanitary Or Untidy: Failure To Keep One's Person	N

Appendix C. OPSO Disciplinary Codes – Severity Scale for Classification

701	Unauthorized Use Of Mail Or Telephone	N
702	Unauthorized Contact With The Public	N
703	Correspondence/Contact W/Visitor	N
802	Clotheslines Will Not Be Allowed On Any Tier Without	N
803	Possession/Use Extension Cord W/O Permission	N
804	Pictures, Photographs, Or Any Such Article (With The	N
807	All Tiers Will Be Swept And Mopped Daily It Will Be The	N
808	All Broken Brooms And Mops (Or Any Other Clean-Up Tool) Will	N
809	Inmates Will Address Deputies As "Captain" Or Deputy	N
811	Lighting Fixtures Will Not Be Tampered With, Covered Up, Or	N
812	No Food Will Be Left On The Tier After Chow	N
814	Yelling Or Shouting Out Of Windows Will Not Be Allowed	N
822	You Must Stay Fully Clothed During The Day Until Retiring	N
825	Failure To Comply With Personal Grooming Rules	N
826	Plaits Will Not Be Worn In The Hair Between The Hours Of 6	N
827	Wearing Braids Or Head Dress During Unauthorized Hours	N

DRAFT