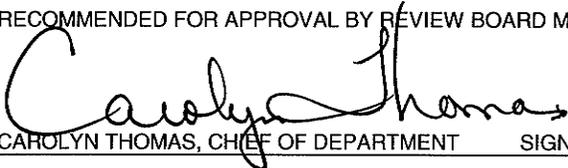




THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE

<input type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input checked="" type="checkbox"/> REVISED			SUBJECT		
EFFECTIVE DATE 01/19/07		*TERMINATION DATE / /		DEPARTMENT DEFINITIONS OF INMATE CATEGORIES	
CLASSIFICATION # 4020R-A	SUPERSEDES 4020	DATED 12/05/88	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER			AUTHORIZED BY THE COMMISSIONER		
 CAROLYN THOMAS, CHIEF OF DEPARTMENT SIGNATURE			 MARTIN F. HORN SIGNATURE		

I. PURPOSE

To identify, define and assist staff in assigning inmate categories in the Department.

II. POLICY

- A. It shall be the policy of the Department that the inmate categories defined herein are utilized when conducting Departmental business, with special emphasis on census reporting.
- B. Some of the inmate categories contained in this Directive may at times be reported in conjunction with another category or as combined categories.
- C. For census reporting purposes, it is important that the housing area be counted pursuant to its designation. For example, there may be "Detox" inmates in a "General Population" housing area; consequently, they should be reported to Custody Management on the "GP" count. This does not preclude reporting them as "Detox" to other areas, such as Health Services
- D. Inmates in any of the categories described in this order must be housed first and foremost according to their classification score/custody level, as set forth in Directive #4100R-B, "Classification," and then by their assigned category. An inmate's category does not take precedence over his or her classification/custody level within the Department, e.g., General Population Escort (Low), General Population Escort (Medium), etc.

III. DEFINITIONS OF INMATE CATEGORIES

A. Male

Gender designation indicated on legal paperwork prior to intake; visual confirmation performed during intake process; if in question, final determination shall be made by medical personnel.

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III. DEFINITIONS OF INMATE CATEGORIES (cont.)

B. Female

Gender designation indicated on legal paperwork prior to intake; visual confirmation performed during intake process; if in question, final determination shall be made by medical personnel.

C. Adolescent

An inmate who is sixteen (16) to eighteen (18) years old.

D. Adult

An inmate who is nineteen (19) years of age or older.

E. Detention (Detainees)

An inmate who is awaiting trial or on trial, but has not been convicted of a crime(s); or, inmate who has been convicted of a crime, but not yet sentenced.

F. City Sentenced

An inmate who has been convicted of a crime and sentenced to a DEFINITE term of one (1) year or less; or, concurrent DEFINITE terms of one (1) year or less; or, two (2) consecutive DEFINITE terms of one (1) year or less. It should be noted that those individuals who are sentenced to one year DETERMINATE sentences MUST be transferred to the custody of the New York State Department of Correctional Services (NYSDOCS).

NOTE: A Department Sentence Commitment Number must be issued for those inmates who are serving one (1) year DEFINITE sentences.

G. Intermittent Sentence

An inmate who has been convicted and given a revocable sentence of imprisonment to be served on days or during certain periods of days or both, specified by the court as part of the sentence.

H. Civil Case

An inmate who is not involved in the criminal process as a detainee or sentenced inmate, but is confined for other reasons including civil process, civil contempt or material witness order.

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III. DEFINITIONS OF INMATE CATEGORIES (cont.)

I. Technical Parole Violator

An inmate who has been detained by a New York State Parole Warrant only.

NOTE: Does not include those with open case(s) or additional warrants.

J. State Ready

An inmate convicted of a crime and sentenced to an indeterminate term exceeding one (1) year, or a determinate sentence of one (1) year or more, and for whom a probation report, formal sentence commitment, fingerprints and jail time certification have been prepared.

NOTE: If all of the necessary documents defined above are not available, a newly sentenced inmate shall not be classified as "State Ready."

K. State Prisoner

An inmate who has been sentenced and committed to the custody of the NYSDOCS, but has been returned to the New York City Department of Correction (NYCDOC) custody pursuant to court order in connection with a pending matter, whether criminal, civil or other. The following definitions are provided for informational purposes only and should not be construed as inmate categories:

1. Court Order Satisfied

State prisoner who had been returned to NYCDOC custody pursuant to court order, which has been satisfied. Such a prisoner is ready to be returned to NYSDOCS custody.

2. Short Adjournment

An inmate who was previously sentenced and committed to NYSDOCS and who has been returned to NYCDOC custody pursuant to a court order and whose next scheduled court appearance is within ten (10) business days.

3. Long Adjournment

An inmate who was previously sentenced and committed to the NYSDOCS who has been returned to NYCDOC custody pursuant to a court order, and whose next scheduled court appearance is in more than ten (10) business days. Such

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III. DEFINITIONS OF INMATE CATEGORIES (cont.)

an inmate must be declared "State Ready," to be returned to NYSDOCS custody.

L. New Admission

Newly admitted inmate who is awaiting the completion of new admission processing including but not limited to security screening and medical evaluation, usually within forty-eight through seventy-two (48-72) hours of admission.

M. General Population (GP)

1. General Population

An inmate who has undergone new admission processing, including medical and security screening, and has been determined not to require any type of special housing is categorized as a GP inmate, and is housed based on his/her classification score.

2. General Population Escort

An inmate who has been identified as being vulnerable in general population, but determined not to require close custody/protective custody housing as defined in the Close Custody Directive (#6006R-B.) Inmates who are identified as vulnerable, either by self identification or staff identification, shall initially be placed into close custody/protective custody housing in accordance with the provisions set forth in Directive #6006R-B, and shall remain so housed pending a determination by the Chief of Facility Operations or designee.

3. General Population Restraint

As described in paragraph 1 above, but who has been determined pursuant to the provisions of Operations Order #14/97, Security Restraints for Violent Inmates, to require enhanced restraints during movement through the corridors, hallways and stairways to program areas and other facility activities and while at program areas or activities when necessary.

4. General Population Centrally Monitored Case

As described in paragraph 1 above, but who has been identified as potentially having the ability to subvert the criminal justice system including, but not limited to, an inmate with an escape history or an inmate who has been identified as involved with organized crime or terrorist groups. The level of observation, the

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III. DEFINITIONS OF INMATE CATEGORIES (cont.)

staffing levels and required restraints for outside transportation of such inmates shall be determined on a case by case basis by the Operations Security and Intelligence Unit (OSIU).

N. Close Custody

1. An inmate whose behavior poses a significant threat to the safety and security of staff or inmates or to the good order of the facility, pursuant to Directive #6006R-B, entitled "Close Custody Housing."

2. Close Custody / Protective Custody

An inmate who requires enhanced monitoring for his/her own protection pursuant to Directive #6006R-B, entitled Close Custody Housing.

O. Punitive Segregation

An inmate who, pursuant to Directive #6500R-B, entitled Inmate Disciplinary Due Process was charged with, and found guilty of, committing a violation of Department rules and subsequently placed in twenty-three (23) hour lock-down to serve a specific sentence of confinement imposed as a result of a disciplinary hearing.

P. Pre-Hearing Detention (PHD)

An inmate placed in twenty-three (23) hour lock-down, pursuant to Directive #4501R-A entitled Pre-Hearing Detention and Punitive Segregation Status Inmates. The inmate is under investigation for, or is being charged with, the commission of a serious violation of Department rules and whose behavior poses a significant threat to the safety and security of staff or inmates or to the good order of the facility.

Q. Administrative Escort

An inmate who requires close observation because he or she has demonstrated disruptive or otherwise troublesome behavior, e.g., pending infraction for violation of departmental rules, but such behavior does not rise to the level that would require other special housing including, but not limited to, Pre-Hearing Detention or Close Custody housing, as defined in Directive #'s 4501R-A and 6006R-B respectively. Placement into this category shall be at the discretion of facility commanders.

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III. DEFINITIONS OF INMATE CATEGORIES (cont.)

R. Medical / Mental Health

A Medical / Mental Health inmate is identified by Medical or Mental Health Staff only.

1. Medical / Infirmary

An inmate whose medical condition requires more intensive management than is provided in general population, but does not require inpatient hospital care.

2. Detoxification

An inmate who requires detoxification services for alcohol and/or substance abuse.

3. Medical Isolation

An inmate who refuses to comply with routine medical testing and/or examination, or who refuses diagnostic testing for communicable disease.

4. Communicable Disease

An inmate who requires isolation to reduce the spread of communicable diseases that are caused by infectious agents that can be transmitted from person to person.

5. Mental Health Assessment Unit for Infracted Inmates (MHAUII)

An inmate who has been found guilty of a serious infraction or is in Pre-Hearing Detention status and who cannot, because of his/her mental illness, be housed in a standard punitive segregation unit.

6. Mental Health Center (MHC)

An inmate with severe mental health problems. The MHC can medicate greater than twice daily as appropriate and has twenty-four (24) hour, seven (7) days per week psychiatric, medical, and nursing coverage.

7. Mental Observation

An inmate whose mental illness requires a higher level of observation than those in general population and who may be at risk of suicide, as described in Directive #4521, entitled Suicide Prevention.

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III. DEFINITIONS OF INMATE CATEGORIES (cont.)

8. Nursery

An inmate who gave birth while incarcerated or who was nursing a child under one (1) year of age prior to incarceration. Infants may remain in the nursery with their mother until the child reaches one (1) year of age. Reference NYS Correction Law Article 22 Section 611.

IV. REFERENCES

- A. Operations Order #14/97, entitled "Security Restraints for Violent Inmates," dated 10/22/97.
- B. Directive #4501R-A, entitled "Pre-hearing Detention and Punitive Segregation Status Inmates," dated 10/14/05.
- C. Directive #4521, entitled "Suicide Prevention," dated 12/10/03.
- D. Directive #6006R-B, entitled "Close Custody Housing," dated 01/19/07.
- E. Directive #6500R-B, entitled "Inmate Disciplinary Due Process," dated 03/29/06.
- F. New York State Correction Law, Article 22, Section 611.
- G. Memorandum #01/07, entitled "Vulnerable Inmates," dated 01/19/07.

V. SUPERSEDES

- A. Directive #4020, entitled Department Definitions of Inmate Categories, dated 12/05/88.
- B. Teletype Order No. HQ-0-592-0, entitled "Directive #4020-Department Definitions of Inmate Categories (Revision Notice)," dated 03/08/06.

VI. SPECIAL INSTRUCTIONS

Commanding Officers, upon receipt of this Directive, shall immediately distribute copies to appropriate personnel.