

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER JAIL BUREAU	DATE OF ISSUE March 5, 2026	EFFECTIVE DATE March 5, 2026	NO. 027-26
SUBJECT: GENERAL ORDER Incarcerated Individual Classification		Distribution Jail Bureau	Amends
REFERENCE: Part 7013 of Title 9 of the Official Compilation of Codes, Rules & Regulations of the State of New York (9NYCRR Part 7013). NYSSA 113, 136, 155, 157, 163. COR-500-b PREA			RESCINDS 027-24

Purpose: To establish a method ensuring that Incarcerated Individuals (II's) who are remanded to the custody of the Monroe County Sheriff's Office (MCSO) will be processed through a proficient jail Incarcerated Individual Classification System.

* **Policy:** In order to determine appropriate housing assignments for all IIs during confinement, the MCSO will adhere to a formal, objective classification process that is performed at both intake and specified intervals thereafter, based on positive or negative factors. Adherence to this process will:

1. Promote the safe custody, as well as fair and humane care and treatment of IIs housed at the Monroe County Jail (MCJ) and the Meloni S.T.A.R. Academy (MSA).
2. Identify the special needs and required levels of security and supervision of IIs.
3. Separate IIs for housing purposes, as required by existing laws and regulations.
4. Prevent IIs from being segregated inappropriately on the basis of race, religion, nationality, or political beliefs.

* **I. Classification Categories**

A. Pursuant to **9NYCRR Part 7013**, the following three (3) basic classification categories will be utilized:

1. Serving sentence;
2. Civil process or contempt; and
3. Criminal process, trial or examination material witness.

B. Within each of the above listed categories are four (4) subcategories:

1. Male Adults, Ages 18 and over;
2. Male Minors, Ages 16 to 17 Inclusive;
3. Female Adults, Ages 18 and over; and

4. Female Minors, Ages 16 to 17 Inclusive
- C. Except as otherwise approved according to **Section X. of this Order**, IIs of differing classification categories shall not be housed together with IIs of other categories.

II. Initial Screening and Risk Assessment

- A. During the booking process, each II will undergo an initial screening and risk assessment evaluation, which consists of a screening interview, visual assessment, and review of commitment documents.
- B. During this evaluation, all observations and responses relating to the following will be recorded:
 1. Any visible injuries.
 2. Medical condition(s) requiring immediate treatment.
 3. Mental and/or physical handicap(s).
 4. History of mental illness or treatment.
 5. Potential for self-injury or history of suicide.
 6. History of detention or incarceration.
 7. Medication(s) currently being taken.
 8. Present appearance, behavior, emotional state, and attitude.
 9. Evidence of intoxication by alcohol or drugs and/or history of alcohol or substance abuse.
 10. Criminal charge(s) and conviction(s).
 11. Other relevant information concerning the safety or welfare of the II.
- C. Central Booking staff will observe current procedures for alerting supervisory staff and will exercise precautionary measures with respect to information obtained during the initial screening.

III. Assignment to Jail/Correctional Facility Housing Areas

- * A. Upon completion of the booking process, all IIs committed to MCJ or MSA will be housed in the Reception Evaluation and Classification Unit (REC) for a period of no more than five (5) business days until a classification profile, including the determination for appropriate housing, is completed.
 1. The CAO may extend the time to complete the classification process for a particular II up to an additional ten business days if they conclude that additional time is necessary to make a determination of appropriate housing.
 - * 2. If an II remains in the Reception Unit, for purposes of classification and or housing, past the five (5) business day period for classification and housing assignment, they will be offered seven (7) hours out-of-cell time daily, to include one (1) hour of an exercise period.

- * B. Only staff members who have successfully completed **NYS Commission of Correction** approved training in classification theory and techniques will interview unclassified IIs for the purpose of making primary housing assignments. The classification interview will be conducted using the classification checklist on the current jail management system, which provides an objective means for determining the risk/victimization potential of an II, as well as special needs. If the II is Deaf or Hard of Hearing, they can use Interpretive (Refer to **MBGO-093, Communicating with the Deaf or Hard of Hearing**). The score received on the interview will be totaled, with a rating assigned as follows:
 - 1. 4 or Less (negative numbers) = Minimum-security housing.
 - 2. 5 to 20 = Medium-security housing.
 - 3. 21 or Higher = Maximum-security housing.
- C. The classification deputy will classify each II in a private setting away from all other IIs. With the II present, the classification deputy will complete the **JB-310 II Classification Notification Form**. All the questions will be answered and completed thoroughly. Once completed and a final score is determined, the II will be notified both verbally and in writing of their classification prior to the II signing the Classification Notification Form. The II will then be provided with an Incarcerated Individual Handbook.
- * D. Prior to making classification/housing determinations, Reception Unit staff will review the **JB-310 II Classification Notification Form**. The classification deputy must review the IIs New York State Criminal History (Repository Inquiry for NYSID) located in the H:Drive/Jail Bureau/DataM/Exec/Class Folder. This information (along with the II interview) will be utilized to complete the classification.

Note: The Jail Records Staff deletes the individual's NYSPIN once the II has been released from custody.
- * E. During the review of the II's criminal history, both current and prior charges shall be checked. Any information that is discovered pertaining to a security flag being attached to the II's classification (i.e., assault history/risk towards staff, escape risks, contraband risks). Classification staff will complete a chronological note in the computer identifying the reason for the security flag.
- * F. Staff will review prior II classifications and/or jail incident records, as well as available "keep separate" advisories.
- * G. A medical screening and evaluation will be completed by medical department staff as part of the Booking/Classification process. The medical department will report to the Booking or Reception Unit staff any information that may affect the safety, security, and good order of either facility (i.e., risk of self-harm, communicable disease(s), disability requiring special housing, drug/alcohol withdrawal, or other medical problems requiring special attention). In addition, IIs will be administered a tuberculosis (TB) test. IIs refusing the TB test will be housed in accordance with **JBGO-032 TB Protocol**, pending consent to the test or the result of alternative testing measures (e.g., Chest X-Ray) as approved by the medical department staff, gaining a sufficient result.
- * H. In determining an II's classification and making housing assignments, Reception Unit staff will review each II's **JB-310 II Classification Notification Form** and other available information relating to their classification, which will include, but not be limited to:
 - 1. Criminal record.
 - 2. Medical and/or mental health background.

3. Institutional behavior and the II's attitude.
4. History of sex offenses (i.e., sexual abuse, sexual assault, rape, etc.).

Note: Sexual Abuse or Sexual Assault can include, but is not limited to, sexual intercourse, oral or anal sodomy, and sex with instruments while in a correctional facility.
5. Prior attempts at self-injury or suicide.
6. Propensity for victimization.
7. Prior escape(s) or attempted escape(s).
8. Any hostile relationship(s) with other IIs housed within MCJ or MSA.
9. Any other information which may affect the safety and welfare of the II or facility staff (i.e., prior assaultive behavior).
10. Review of any previous flags.

I. The classification checklist on the current jail management system that utilizes a number system to designate a classification of Maximum, Medium, or Minimum must not be used as the only deciding factor regarding placement and final classification. Reception staff must also take into consideration the above information, as well as any other information known to them to determine appropriate housing. Once all things have been considered a determination should be reached, and if the II's final classification is lower or higher than what was determined by completing the classification checklist on the current jail management system, then an override must be placed in the computer to rectify the discrepancy. The Reception Unit supervisor must complete the override and place a note on the II Classification Notification Form as well, as a chronological note in the current jail management system, justifying the override.

J. All IIs will be screened by Reception staff using the Prison Rape Elimination Act- **PREA Screening Checklist JB-323** during the classification process to be assessed for the risk of being sexually abused by other IIs or their risk of being sexually abusive towards other IIs.

1. IIs who have been determined to be a Potential Victim shall be housed separately from IIs determined to be a Potential Predator. The reception supervisor will be required to review and sign the form if any II meets the criteria.

Note: There may be a circumstance when an II qualifies as both a Potential Victim and a Potential Predator. These individuals should be housed separately from any individual who falls into either separate category.

2. IIs will not be disciplined for refusing to answer questions pertaining to any mental or physical disability, sexual orientation, prior sexual victimization, or their own perception of vulnerability.
3. Answers to information on the P.R.E.A. Screening Checklist will only be disseminated to staff on a need-to-know basis, as required for the safety and security of the facility operations, and will be considered sensitive.
4. Reception staff will immediately notify mental health staff of an II's affirmative answer to being sexually victimized.
5. The initial screening shall consider prior acts of sexual abuse, prior convictions for

violent offenses, and any history of prior institutional violence or sexual abuse, as known by the agency, in assessing an II's risk of being sexually abusive.

6. An II's risk level shall be reassessed when warranted due to a referral, request, incident of sexual abuse, or receipt of additional information that bears on the II's risk of sexual victimization or abusiveness.
- K. Classification will consider the P.R.E.A screening questions that have been flagged and/or deemed necessary regarding P.R.E.A into and along with its current process in classifying IIs regarding housing, bed, work, education, and program assignment with the goal of keeping separate known/high risk victims from known/high risk abusers.
1. The facility shall make individual determinations on how to ensure the safety of each II.
 2. Transgender and intersex IIs will be evaluated on a case-by-case basis when determining whether placement in housing and program assignments would ensure the II's health and safety and/or present management or security issues.
 3. Lesbian, Gay, Bisexual, Transgender, or Intersex IIs shall not be placed in dedicated housing units, solely on the basis of such identification or status, unless such placement is in a dedicated housing unit established in connection with a consent decree, legal settlement or, legal judgment for the purpose of protecting such individuals.
 4. When evaluating a transgender or intersex II's safety, the views of the II being evaluated will be considered.
 5. When an II's gender identity does not conform to their biological sex, and the II requests to be strip searched by a staff member consistent with the II's gender identity, the supervisor will consider the II's gender preference and their preference for the gender of the staff member conducting the strip search. In making a final determination, the supervisor will consider all relevant P.R.E.A. laws, the safety of the II, the safety of other IIs, the safety of staff, and the safety, security, and good order of the facility. Staff will then make the determination based upon all the aforementioned factors. Any cross-gender strip/pat-down searches conducted under exigent circumstances will be documented on a MB-003 Intra-Departmental Correspondence (refer to JBGO 028 Searches of Persons). A copy of the Intra-departmental Correspondence will be forwarded to the P.R.E.A. coordinator.
- L. IIs at high risk of sexual victimization will be administratively segregated only as a last resort and upon the determination by the CAO that the II's presence in general housing threatens the safety, security, and good order of the facility, and places the II at an unreasonable and demonstrable risk of harm.
1. An administratively segregated II(s) will only be confined in special housing upon a determination that the II's presence in the facility's general housing would pose an unreasonable and demonstrable risk to the safety and security of staff, IIs, and the facility; or would present an unreasonable risk of escape. Any such determination shall be made by the CAO in writing and shall state the specific facts and reasons underlying the determination.
 2. All administratively segregated IIs will be offered seven (7) hours of out-of-cell time daily in accordance with JBGO-67.
 3. Within twenty-four (24) hours of such confinement, the II will be provided with a written statement **JB-153 Notification of Confinement** setting forth the reason(s) for such confinement. The staff member issuing the Notification of Confinement will document the

time the notification was issued in the housing area log on the current jail management system.

4. Upon receipt of the Notification of Confinement, the II will be provided with an opportunity to respond to such statement orally or in writing to the CAO or designee. Should the II provide an oral statement, such a statement will be fully documented by staff in an Intra-Departmental Correspondence and forwarded to the CAO in a timely manner.
 5. The CAO or designee will review the administrative confinement within twenty-four (24) hours to determine if continued confinement is warranted and document this on the **JB-153 Notification of Confinement**. If continued confinement is warranted, a space for comments will be used detailing the reason.
 6. The CAO or their designee, along with clinical and rehabilitative staff, will review each administratively segregated and all segregated II's on at intervals not to exceed seven (7) days.
 7. Any decision to deny, restrict, or limit an II of any right, service, item, or article shall be made in accordance with 9NYCRR Part 7075.5 and JBGO 67-22, II Confinement & Essential Service Deprivation.
- M. Determination of appropriate primary housing will be completed within five (5) business days, excluding weekends and legal holidays, of each II's admission to MCJ.
- N. The Reception Unit supervisor may override any classification determination (i.e., maximum security to medium, minimum to medium, etc.). The specific reasons for all overrides must be placed in writing on the **JB-310 II Classification Notification Form** and signed by the person authorizing the change in classification. The Reception Unit Supervisor will complete the override in the current jail management system. The Reception Unit Supervisor must also place a chronological note in the current jail management system explaining the specific reasons for the override.
- * O. Reception Unit staff will prepare a movement list of authorized moves scheduled to occur that day during 2nd Second and 3rd Third platoons.
- * P. Housing area supervisors may relocate an II to another area within the same classification, but must first authorize the relocation through Reception Unit staff.
- Q. Housing deputies shall have the authority to approve cell assignment changes within the housing area they are working when such moves are necessary for the good operational order of the housing area. Reception will be notified when an II is relocated from one housing area to another.
- For example, if an II is relocated from 2-WL to 2M-WL, the Reception unit will be notified. If an II is relocated from 2-WL to 2-WH this is considered within the housing area.*
- R. The Reception Unit supervisor must be notified when any II is relocated from a housing area to another housing area, with the exception of those IIs being transferred on the pre-approved transfer list from MCJ to the Meloni S.T.A.R. Academy (MSA). The Reception Unit will verify the II's classification to ensure that the II is appropriately classified for the area they are being relocated to, as well as check chronological notes, non-contacts, and any information that would assist in making an educated decision regarding placement. The Reception Unit staff will ensure that a chronological note is completed, providing justification and explanation for the relocation.

Note: If the II needs to be re-classified due to the circumstances surrounding the relocation,

Reception Unit staff will ensure this is completed and the II is notified in writing of the classification change as per **Section III of this Order**.

IV. Classification Reviews

- A. The Chief Administrative Officer (or their designee) will review and revise as necessary, an II's classification status when one or more of the following conditions occur:
 - 1. The legal status of the II changes, including but not limited to local sentences, state sentences, and any new charges or upgraded charges that would likely result in a classification change.
 - 2. The II is involved in a serious or unusual incident or exhibits adjustment problems that threaten their safety, or the safety, security, or good order of the facility.
 - 3. There is a written request by a staff member, including justification, based upon new information or the display of positive or negative behavior by the II.
 - 4. The Medical Department provides relevant information that was not previously considered.
 - 5. Upon any additional relevant information received by the facility since the P.R.E.A. (Prison Rape Elimination Act) intake related to sexual victimization or sexual abusiveness, the II will be re-evaluated to determine their risk of being sexually abused or being sexually abusive towards other IIs.
- * B. Information necessitating any requests for classification reviews will be forwarded to the Reception Unit for review and action as needed.
 - * 1. Reception Unit staff will access the requested II's classification in the information jail management system and review all information provided regarding the requested change to ensure accuracy.
 - * 2. The Reception Unit will maintain a working list of all individuals awaiting a classification review. This list will be utilized to track the completion of classification reviews and any necessary housing adjustments due to II classification changes.

V. Incarcerated Individual Notification

- A. The Reception Unit staff will provide II(s) with written notification of their classification determinations and any changes to their classification status within one (1) business day after such determination is made. **JB-310 II Classification Notification Form** will be used for this purpose. When changes are made to an II's classification after the initial classification, the II will receive written notification from a floor supervisor. The floor supervisor will also document (in a chronological note) that the II was notified of their classification change.
- B. IIs will receive education on sexual abuse and sexual harassment as part of the intake and classification process. Upon the classification interview, reception staff will provide the II with an additional handout concerning the facility's P.R.E.A (Prison Rape Elimination Act) policy. The II will then sign for the educational information received during classification, and that documentation will be forwarded to the II's file in Jail Administration.

VI. Incarcerated Individual Transfers to the Meloni S.T.A.R. Academy

- A. As directed by the Superintendent (or their designee), Reception Unit staff will compile a list of sentenced and non-sentenced IIs eligible for transfer to MSA. This list will be prepared two (2)

days prior to the scheduled moves.

1. This list will be compiled after the Reception Unit staff checks each incarcerated individual's charge sheet, outstanding warrants, and reviews their chronological notes in the current information jail management system. Reception Unit staff will then forward the list to the Medical and Mental Health Department for review.
- B. Jail Administration will review the list of all IIs approved for transfer to MSA. The list will be emailed to the security supervisors at MSA and circulated to MSA/MCJ command staff and to all affected areas and personnel (i.e., Commissary, II Property, Jail Records, Reception Unit, Central Booking, the Medical/Mental Health Departments, Prisoner Transport, and II Visits).
- C. The Medical Department will forward II medical charts to Central Booking for transport to MSA.
- D. Reception Unit staff will notify the supervisory staff at MSA of all pending moves. The supervisory staff will determine appropriate housing assignments based on their review of the II's classification.

VII. Record Keeping

- A. Classification files for IIs who are out of custody or who have relocated to their primary housing assignment will be transferred to Jail Administration, where all information pertaining to the II's classification will be merged with the II file. The material will include, but not be limited to, the following:
 1. The II's classification category, specific housing assignment, all completed classification/screening instruments used to make or record the initial screening, risk assessment, and subsequent classification determinations.
 2. The IIs **JB-310 II Classification Notification Form**.
 3. Any security and/or supervision requirements and special needs of the II.
 4. The facility staff member responsible for making each classification determination.
 5. Dates when the IIs initial screening and each subsequent classification determination were made, including verification that the II was notified of such determinations and their implications.
- B. II files are confidential. Proper access and control will be exercised by Jail Administration.

VIII. Staff Training

Pursuant to **9NYCRR Parts 7013.7, 7013.8, and 7013.9**, all staff assigned to perform duties related to the administration and implementation of classification will receive **NYS Commission of Correction** approved training regarding:

- A. Classification theory and techniques.
- B. Classification policies and procedures of MCJ and MSA.

IX. Quarterly Classification Report

- A. On or before the 15th of February, May, August, and November of each year, the Superintendent (or their designee) will forward a quarterly report relative to the housing and classification of IIs to the **NYS Commission of Correction**, which reflects information pertaining to the preceding

three (3) month period.

- B. Such report(s) will be prepared and submitted on forms required by the **NYS Commission of Correction**.

* **X. Authorized Commingling**

- A. At the approval of the Superintendent (or their designee), IIs of different classification categories may be housed in the same area for purposes including, but not limited to:
1. Special housing, admissions/orientation housing, and medical/mental health observation, provided minors and adults are separately grouped to prevent access between such classification categories;
 2. Meals served in dining areas located outside facility housing areas;
 3. Visitation, court/transportation;
 4. Exercise held in areas located outside facility housing areas;
 5. Educational/vocational programs;
 6. Work programs;
 7. Divine worship; or
 8. Any other organized facility program or activity.
- B. Males and females shall not be commingled in areas designated as special housing, intake classification, booking or admissions, or medical and mental health observation.
- C. The Superintendent shall cease commingling immediately upon the situation necessitating commingling no longer exists or the thirty (30) day period has expired, whichever occurs first.
- D. Any commingling due to exigent circumstances or overcrowding must first be approved by the Commission of Correction and conducted in accordance with **9NYCRR Part 7013**.

By Order of the Sheriff,



Todd K. Baxter

* Indicates changes to the original and any previous versions of the General Order.