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DETENTION FACILITY POST ORDERS		
DETENTION DIVISION CHIEF	EFFECTIVE DATE	REVISED DATE
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NUMBER 030	TITLE	POSTS INVOLVED
PAGES 2	COURT SERVICES	ALL POSTS

PURPOSE:

1. The Court Services Unit is responsible for several vital functions within the Jail. These functions include the classification of inmates through use of an Objective Classification system, conducting Pre-trial assessments of inmates, performing jail reviews of housed inmates, and overseeing the Supervised Release, Work Release and Inmate Worker Programs, computations of release dates and transferring of state sentenced inmates.
2. The Court Services Unit track the inmates as they move through the court system, maintain files/records that communicate all the complexities of the criminal justice system that affect the inmate while housed in the Adams County Detention Facility.
3. The Court Services Unit also tracks inmate behavior, discipline, and other factors that enable the facility to provide a safe and secure living environment for the inmate population.

PROCEDURE:

1. INMATE COURT SERVICES FILES:

Inmate files of activity tracked by Court Services Units will be maintained and accessed as listed in each unit below. However, all files pertaining to inmates with sealed court records will be kept in booking, in the sealed records cabinet. They will be maintained and accessed according to Post Order (PO) 171.5 .

2. CLASSIFICATION SECTION

The Adams County Detention Facility shall maintain a classification unit. The classification unit shall be responsible for the following:

- a. The Adams County Detention Facility shall provide inmate classification in terms of the level of custody required and appropriate housing. Inmates are not segregated according to race, color, creed, or national origin.
- b. The Classification Unit maintains files on each inmate housed in the Detention Facility. Classification files may contain, but are not limited to the following:
 - i. Interview information received by court services personnel and others.
 - ii. Reports of disciplinary actions, grievances, incidents, or crimes committed while in custody.
 - iii. Classification/reclassification decisions.
 - iv. Reports of medical and mental health information relevant to classification.
 - v. Housing changes.
- c. Direct access to inmate classification records is limited to:
 - i. Jail Command Staff (Division Chief, Commanders and Managers)
 - ii. Court Services personnel
- d. The Facility provides housing units designated to hold a level of custody of inmates. A Booking Deputy shall assign newly arrived male inmates to the Intake Unit for up to 72 hours as an initial housing assignment. While in the Intake Unit, the inmate is monitored as to behavior until Classification interviews and reviews the inmate's file. Classification also considers the inmate's charges and criminal history and any other special needs as assessed such as risk of medical, prior to final housing assignments. If medical services require an inmate to be housed for medical or psychological reasons, medical staff shall document this and forward it to classification for processing. Newly arrived female inmates are housed according to an initial classification performed by the Booking deputies until interviewed by Classification personnel.
- e. The facility shall provide for the separate management of male and female inmates, and special management inmates.
- f. Special needs of any inmate, such as risk or medical problems, shall be taken into consideration and documented.
- i. Classification staff shall perform the following duties:
 - i. Interview each inmate within 72 hours of booking only, interview writes if moving to GP:
 - ii. Interviews are conducted in the housing units as needed and appropriate. The interview is done in confidence. Classification staff may request a deputy to attend the interview for safety reasons.
 - iii. Establish a classification file on each inmate to include:
 - o Medical information relevant to security/custody levels and housing needs
 - o Criminal history, Pretrial assessment (when applicable).
 - o Arrest report (when applicable).
 - o The initial classification interview.
 - o Inmate worker agreement (when applicable)
 - iv. Provide classification and disciplinary information for inmates being transferred to the Department of Corrections.

- v. Determine appropriate custody level based on the inmate's charge/sentence, criminal history, information provided by the inmate, demonstrated behavior, and observations by the interviewer and other facility staff. Custody levels are divided into three categories:
 - o Minimum
 - o Medium
 - o Maximum
- vi. Assign a housing area to the inmate based on custody level. Any assignment that is an exception to custody criteria will be explained in writing and included on the inmate's classification interview form. Records shall be kept on each inmate regarding their housing assignment for the entire duration of their stay.

3. Inmate Housing:

- a. The Court Services section has the overall responsibility for final housing assignments of inmates in the facility. After initial housing from Booking, Court Services personnel shall provide information regarding any inmate housing assignment changes to the duty sergeant and affected units.
- b. Court Services personnel shall provide the duty sergeant with an "Inmate Housing Assignment Change" form #4221 for all routine moves. Routine moves include moves from intake to general population, reclassifications, and moves to or from inmate worker or work release pods.
- c. When organizing routine inmate housing changes, Court Services personnel shall:
 - a. Determine each inmate's custody/classification level.
- d. Record all pertinent information on the Housing Assignment Change Form, to include name, booking number, current housing location, and any remarks regarding special circumstances such as the reason for the move.
- e. Forward the original form to the duty sergeant
- f. Forward copies of the form to medical services and food services once housing assignments have been made.
- g. File one copy in the classification office. The duty sergeant shall sign the form as having received it and assign staff to complete the moves. The persons effecting the moves shall note the date and time of each move. When the moves have been completed, the duty sergeant shall sign the form as having verified the completion of the assigned moves. The duty sergeant shall then forward the original form the court services staff.
- h. There are times when court services personnel are not working, and a housing move is requested to be made. In these situations, the deputy will document the need for the move on Form #4221 or #4221A as appropriate. The deputy will then notify the duty sergeant who will then determine if the documentation is sufficient to move the inmate or not. An inmate will not be moved in these circumstances without the duty sergeant's approval.

If the move takes place after hours, the duty sergeant will ensure that the form and the attached documentation will be placed in the court services mail tray.

If court services personnel are on duty, the duty sergeant will coordinate the move request with them before any action is taken. Medical staff may also direct the housing of inmates when their health or welfare require it. All such moves shall be documented.

4. RECLASSIFICATION:

- a. The inmate classification plan specifies criteria and procedures for determining and changing the status of an inmate, including custody, transfers, and major changes in programs. This plan includes an appeal process for classification decisions.
- b. All changes in an inmate's classification shall be approved by court services. Criteria for reclassification shall consist of, but not be solely limited to, any of the following:
 - i. Inmate request
 - ii. Staff recommendation
 - iii. Change of inmate's legal status
 - iv. Completion of a program or work assignment
 - v. Medical or mental health treatment or evaluation
 - vi. Acts and/or threats of physical harm to self or others
- c. An inmate may appeal any classification decision by submitting a written request to the Classification Review Board (CRB).
- d. CRB appeals will be submitted to the Detention Manager. Appeal decisions shall be answered within five (5) working days. The decision of the Detention Manager shall be final.

5. PRETRIAL:

The pretrial section shall be responsible for the following:

- a. Pretrial personnel shall be responsible for determining eligible candidates in the inmate population for non-financial release or the least restrictive release from custody such as a Watch Commander's Release, a Personal Recognizance Bond (PR), or the Supervised Release Program (SRP), that will ensure the defendant's court appearances by:
 - b. Interviews with the defendants and verification of information.
 - c. Criminal history check
 - d. Documentation of nature of offense and assessment risk level.
 - e. The assessment shall be provided to the courts for decision.
 - f. Prior to the initial hearing pretrial shall provide the courts, prosecutor, public defender a copy of the completed Pretrial Risk Assessment Tool and all charging documents to include but not limited to the arrest warrant and probable cause statement.

6. SENTENCE TRACKING:

Court Services personnel are also responsible for logging all sentencing mittimus paperwork for municipal and county courts. This process involves ensuring that each mittimus is examined and applied precisely as the sentencing court as stated and that each mittimus is receipted, endorsed, filed and returned to the court.

7. SENTENCE REDUCTION CREDITS (Good Time):

- a. Only inmates sentenced to the Adams County Detention Facility may be awarded sentence reduction. Department of Corrections inmates are awarded good time by the Department of Corrections, not the facility.
- b. The amount of the sentence reduction an inmate may receive is to be computed by Court services personnel not to exceed state statute. The court services personnel shall advise the inmate of the amount of sentence reduction he/she is to receive and provide them with a copy of their sentence computation sheet.
- c. It shall be the policy of the Adams County Detention Facility to provide sentence reduction credits, to inmates in accordance with CRS 17-26-109
- d. Inmates capable of and assigned to a work detail within the facility must work to receive a sentence reduction. Refusal to work shall be cause for disciplinary action and may result in loss of all or part of an inmate's accrued sentence reduction.
- e. The disciplinary hearing officer only has the authority to order removal of an inmate worker's accrued program sentence reduction credits. The hearing officer shall not remove any sentence reduction an inmate has not yet accrued.
- f. The hearing officer shall advise court services personnel of any loss of sentence reduction by clearly indicating so in the sanction rendered. Court Services will then re-compute the amount of sentence reduction, if any, the inmate may be eligible to receive and will so notify the inmate.

8. COMMUNITY LEAVES:

- a. The Adams County Detention Facility shall allow inmates to leave the facility only under court order. The Sheriff does not have lawful authority and will not permit leave granted by "furlough".
Other approved forms of leave are as follows:
 - i. Work/education release: While in this program, the inmate is permitted to leave the facility during the day or evening to work/education. After work/education, the inmate must return to the facility. The inmate is charged a fee for this service/program. *Ref: PO 180 Special Management Inmates/Housing*
 - ii. Home Incarceration: While in this program, the court approves the transfer of the inmate from the facility to the home of the inmate, to be supervised by the contracted vendor the movement of the inmate is monitored constantly by the use of an electronic device. Inmates may apply to Intervention to be considered for this program through court services. The inmate may be charged a fee for this program/service.
 - iii. Special Leave: This is a court ordered program. Court services personnel

shall help coordinate these activities between the courts and the inmate only after the inmate has been ordered on 'furlough' by a court order.

9. WORK RELEASE PROGRAM:

Ref: to PO 193 Work/Education Release

10. RECORDS AUDIT – COURT SERVICES:

The Court Services Supervisor will audit current records of inmates to ensure their completeness and accuracy.

The Court Services Supervisor will audit current inmate files in the Unit at least quarterly checking for the following:

- a. proper classification;
- b. appropriate disciplinary sanctions;
- c. accurate SRP, Work Release and Pre-Release records.

11. SUPERVISED RELEASE PROGRAM:

The Adams County Detention Facility has a supervised release program within the court services unit. The program supervises inmates who are ordered released and to be monitored by Court Services personnel in supervised release capacity.

12. SUPERVISED RELEASE PROGRAM (SRP) – NONCOMPLIANCE:

Court Services shall attempt to contact a defendant by telephone and/or mail if he/she fails to contact court services as ordered by the court.

- a. Court Services staff shall review each defendant's supervision record once a week.
- b. If the defendant has not complied during the week, the specialist shall attempt to phone the defendant or shall send a reminder letter and make a notation on the defendant's record regarding the action taken.
- c. If the defendant has an upcoming court date, SRP personnel may address a Letter to the Court asking the Judge to instruct the defendant to contact SRP immediately.
- d. If the defendant does not respond within three (3) weeks, the specialist shall prepare a notarized Violation of Pretrial Supervision Complaint and Request for Warrant Form and send to the Adams County Court Clerk's Office for routing to the appropriate division. *Ref: Attached form.*

13. RELEASE PROGRAMS:

- a. Random site checks shall be conducted on a regular basis in order to verify a client/inmate's compliance with conditions of his release. Site checks shall be conducted during daylight hours unless otherwise approved by the Court Services Supervisor.
- b. Employees shall not take any risks in completing the checks. The following precautions shall be followed:
 - i. You must take the assigned Court Services cellular phone with you when you do site checks.

- ii. Make sure you have the Sheriff's Office phone number.
 - iii. The telephone numbers of the clients/inmates on whom you will be checking.
- c. Schedules should be arranged so you can conduct three or more site checks.
- d. Checks in the same general area within a relatively short time period.
Work Release personnel must inform the Court Services Supervisor, or designee, of the following:
- i. Departure times;
 - ii. the location of the site checks;
 - iii. expected return times.
 - iv. If your return is delayed, notify the Court Services Supervisor, or designee.
- e. Site checks should be conducted using an unmarked Sheriff's Office vehicle.
If a vehicle is unavailable, a private vehicle may be used. When using a private vehicle, record the mileage of the trips and submit a mileage reimbursement form (*available online or hardcopy from Jail Admin*) according to current policy.

NOTE: *Court Services personnel shall receive on site check training as provided by the Court Services Supervisor prior to conducting any site checks.*