



## RECEPTION CENTER PROCESSING STANDARD CC003

### **AUTHORITY**

California Penal Code 13601(a)(1): The CPOST shall develop, approve, and monitor standards for the selection and training of state correctional peace officer apprentices.

### **BACKGROUND**

Classification is the study of the individual inmate for purposes of understanding his/her needs and providing an administrative procedure for carrying out a program for his/her adjustment, education, and skill assessment. Upon identification and evaluation of an inmate's needs, Counseling staff prepare a comprehensive written summary containing recommendations for an inmate's program assignment and placement in a correctional setting.

### **STANDARD**

Correctional Counselor I (CC I's) shall be knowledgeable in the Reception Center (RC) process, ensuring appropriate documentation is included within the Institutional Staff Recommendation Summary (ISRS), Reception Center Readmission Summary (RCRS), and Classification Scoresheets which are all key components of RC processing.

### **COMPONENTS OF STANDARD**

During RC processing, critical case factors and pertinent information identified in an inmate's Electronic Records Management System (ERMS) file is entered into various sections of their Strategic Offender Management System (SOMS) file. Information from both systems is used to identify inmate case factors for determination of appropriate classification and program placement. Other information to be reviewed includes, but is not limited to: the Probation Officer's Report, archive file(s), the California Law Enforcement Telecommunications System (CLETS), and medical/mental health information.

**CITATIONS**

- 1) DOM 61010.9 – Procedures - The Counselor
- 2) CCR Article 10 Classification Process 3375
- 3) CCR Article 10 Classification Committee 3376
- 4) MOU (eff. 7/3/15-7/2/18) Article XX Correctional Counselor Workload 20.02