	KENTUCKY CORRECTIONS Policies and Procedures	Policy Number 18.2	Total Pages 1
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Authority/References KRS 196.030, 196.035, 197.020 ACA 5-ACI-5B-01, 5-ACI-5B-07, 2-CO-4B-01		Subject CENTRAL OFFICE CLASSIFICATION COMMITTEE	

I. DEFINITIONS

None

II. POLICY and PROCEDURES

A Central Office Classification Committee shall be established to ensure that all correctional policies and procedures dealing with classification are followed, monitor the classification process, continually review classification procedures and policies and make suggestions for improvement.

A. The Central Office Classification Committee shall consist of three (3) persons and shall be under the supervision of the Deputy Commissioner of Support Services.

1. The Director of Population Management shall normally serve as chair of the committee. In Director's absence, the member of highest authority shall act as chair.

2. Only Classification staff shall serve as members of the committee.

B. The Central Office Classification Committee shall serve as a final review in all classification matters and may overrule or modify any classification decision reached on the institutional level.

C. The Central Office Classification Committee may review any case for any reason deemed appropriate. The Committee shall not require an inmate to be present.

D. A Warden may request in writing that a case be reviewed by the Central Office Classification Committee if the warden believes circumstances warrant a review. The Director of Population Management or designee shall chair the Central Office Classification Committee for these requests.

E. The Commissioner of the Department of Corrections or a designated Deputy Commissioner shall have final authority over all institutional classification actions.