



COMMISSION ON CORRECTIONAL PEACE OFFICER  
STANDARDS AND TRAINING

# CORRECTIONAL COUNSELOR 003

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## CORRECTIONAL COUNSELOR 003 RECEPTION CENTER PROCESSING

### STANDARD

Each Correctional Counselor 1 (CC 1) 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

The components of this standard are as follows:

1. During RC processing, critical case factors and pertinent information identified in an incarcerated person'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 incarcerated person case factors for determination of appropriate classification and program placement.
2. 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.

### AUTHORITY

California Penal Code 13601 (a)(1)

California Penal Code 13601 (d)

### BACKGROUND

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

Commission Approved: (08/17/2018)

Revisions: (02/2023)

## REFERENCES AND CITATIONS

DOM 61010.9 – Procedures - The Counselor

CCR Article 10 Classification Process 3375

CCR Article 10 Classification Committee 3376

MOU (eff. 7/3/15-7/2/18) Article XX Correctional Counselor Workload 20.02

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