Course Overview

This course provides a step-by-step framework for the critical early stages of jail operations—from assuming legal custody of an arrestee to intake screening, assessment, and housing classification.

The focus is on equipping intake and classification officers with the skills and tools to:

- Identify risks during initial screenings.
- Handle challenges related to drugs, contraband, and mental illness.
- Reduce jail liability through thorough documentation and objective decision-making.
- Apply a validated classification system to ensure safe housing and reduce the risk of violence or litigation.

The training also addresses restrictive housing practices, stressing legal considerations and the importance of limiting its use to only the most necessary situations.

Course Objectives

Intake Screening

- Conduct detailed, accurate, and documented intake screenings
- Identify and respond to risks related to substance use, withdrawal, or concealed contraband
- Recognize severe mental health issues or co-occurring disorders
- Understand how careful observation and assessment can save lives and reduce liability

Jail Classification

- Learn the history and evolution of inmate classification and housing
- Implement an Objective Jail Classification System (OJCS) to improve safety and fairness
- Compare objective vs. subjective systems, and why objective systems better protect staff, inmates, and agencies

Restrictive Housing

- Explore current requirements and restrictions on the use of restrictive housing
- Understand its proper role, limited use, and the legal implications of misapplication

Inmate Discipline

- Review fair and consistent disciplinary practices
- Ensure disciplinary measures align with legal standards and facility policies

Class Participation

- Bring Cases! While the training covers a broad spectrum of core topics, we want to get into the specific classification challenges you face daily. To participate in our in-depth facility workshop, please bring a complete inmate jacket (from Intake, Initial Classification, overrides, ,housing plans, reassessments).
  This allows us to use real data to solve real struggles.

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Plainfield, IN 46168

Phone: 317-386-8325
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February 17 & 18, 2027 • Avon, Indiana

TRAINING SEMINAR

Jail Intake and Classification

February 17 & 18, 2027
Avon, Indiana

Indiana Law Enforcement Academy
Provider Number 81-0692135

★ **LLRMI Experienced Instructors Make the Difference** ★

Instructor

Lisa Farmer
Director (Retired)
Fayette County Detention Center Adult Facility
Lexington, Kentucky

Register On-Line at: www.llrmi.com

Legal & Liability Risk Management Institute
James R. Alsup, Director
www.llrmi.com

Seminar Agenda

Wednesday, February 17, 2027

8:00 – 8:30 am	Registration
8:30 – 10:00 am	**Intake Screening** • What legal requirements are needed before custody is taken of the arrestee • What information should be collected and how it should be used towards an inmate's classification and housing
10:00 am – 12:00 pm	**Jail Classification** • Why it is needed • Guidelines for an Objective Classification System • Subjective V Objective
12:00 – 1:00 pm	Lunch (On Your Own)
1:00 – 4:30 pm	**Breakdown of Objective Classification System** • Components of a Jail Classification System

Thursday, February 18, 2027

8:00 – 10:00 am	**Disciplinary Hearings/Step Down Programs**
10:00 am – 12:00 pm	**Restrictive Housing** • What Restrictive Housing consists of and how it should be used
12:00 – 1:00 pm	Lunch (On Your Own)
1:00 – 2:30 pm	**Restrictive Housing** *(continued)*
2:30 – 4:30 pm	**Inmate Discipline** • Review fair and consistent disciplinary practices • Ensure disciplinary measures along with legal standards and facility policies
4:30 pm	Certificate Presentation

Instructor Bio

Lisa Farmer retired in October 2022 as the Director of Fayette County Detention Center in Lexington, Kentucky. The Fayette County Detention Center is a 1,260-bed, direct supervision facility staffed by 358 employees.

Lisa began her career with the agency in 2001 as an officer in the Custody Division and transferred to the Classification Department in 2004. In 2007, after being promoted to Sergeant, she joined the Professional Standards Unit, where her responsibilities included conducting Internal Affairs investigations, launching the Gang Intelligence Unit, and reviewing use-of-force incidents to ensure accountability and policy compliance.

As she advanced through the ranks of Lieutenant and Captain, Lisa served as a commander on each shift in Bureau of Custody. Promoted to Major in 2016, she first led the Administration Division-overseeing open records, records retention, and human resources liaison duties-before being assigned as Major of Operations.

Throughout her career, Lisa also served as an adjunct instructor for in-service and academy training, specializing in gang awareness and internal investigations.

Lisa earned both her Bachelor of Science in Corrections and Juvenile Services (2001) and her Master of Science in Criminal Justice (2004) from Eastern Kentucky University (Richmond, KY) while working full-time at the detention center.

In 2014, she completed the National Jail Leadership Command Academy in Same Houston, Texas, and became the first person at the Fayette County Detention Center-and only the third in the state of Kentucky-to earn the Certified Jail Manager (CJM) designation.

Since 2023, Lisa has served as an instructor with the Legal & Liability Risk Management Institute (LLRMI), where she covers courses on jail classification, special housing, inmate manipulation, and intake screening.

Registration Form – Jail Intake and Classification #17521

Names of Attendees

1. _____ 3. _____

2. _____ 4. _____

Agency _____

Invoice To Attention of: (Must be completed.) _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____ Fax _____

3 Ways to Register

Register Online at www.llrmi.com

Fax Form to: 317-386-8228

Mail Form to: Legal and Liability Risk Management
700 N. Carr Rd., #595
Plainfield, Indiana 46168

Federal ID: 81-0692135

If you have any questions please call: **317-386-8325**

❖PREPAYMENT IS NOT REQUIRED TO REGISTER❖

Upon receiving your registration we will send an Invoice to your department or agency. Checks, claim forms, purchase orders should be made payable to LLRMI.

Seminar Title:	Jail Intake and Classification
Seminar ID:	**#17521**
Dates:	February 17 & 18, 2027
Registration Time:	February 17, 2027, 8am
Instructors:	Lisa Farmer
Seminar Location:	Legal and Liability Risk Management Institute Training Center 5250 E. US Highway 36 Suite 1101 Avon, Indiana 46123
Hotel Reservations:	Hampton Inn & Suites Avon 193 Angelina Way Avon, Indiana 46123 1-317-224-2900 State Gov't Rate (plus tax)
Group Code:	**State Gov't Rate - Must show State Gov't ID at check in to receive rate**
Registration Fee:	$295.00 Includes Jail Intake and Classification Training, **Printed Training Manual** and Certificate of Completion

Legal & Liability Risk Management Institute

James R. Alsup, Director

www.llrmi.com