



DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS

TECHNICAL REFERENCE MANUAL (CASE MANAGEMENT)

EFFECTIVE DATE:	June 10, 2016	Page 1 of 33
SUPERSEDES:	4090.4A August 25, 2015	
OPI:	PROGRAMS	
REVIEW DATE:	June 10, 2017	
Approving Authority	Thomas Faust Director	

SUBJECT:	TRM CUSTODY CLASSIFICATION INSTRUMENT
NUMBER:	4090.4B
Attachments:	Attachment A – Initial Custody Classification Form Attachment B – Custody Reclassification Form Attachment C - Appendix A – Offense Severity Scale

SUMMARY OF CHANGES:

Section	Change
	<i>References to “Deputy Warden for Programs” changed to “Deputy Warden for Programs and Case Management or designee”.</i>
	<i>Changes throughout the policy.</i>

APPROVED:

Thomas Faust, Director

06/10/2016

Date Signed

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1. **PURPOSE AND SCOPE.** To provide detailed instructions for designated correctional employees to complete the District of Columbia Department of Corrections' (DOC) Initial Custody Classification (Attachment A) and the Custody Reclassification (Attachment B) Instruments.
2. **POLICY.** It is policy of DOC to assess each inmate's security risk and specify an appropriate level of custody, housing and programming.
3. **OBJECTIVE.** Inmates will be accurately classified in accordance with the DOC custody classification system.
4. **NOTICE OF NON-DISCRIMINATION.** In accordance with the D.C. Humans Rights Act of 1977, as amended, D.C. Official Code § 2-1401.01 et seq., (hereinafter, "the Act"), the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily, offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
5. **AUTHORITY**
 - a. D.C. Code § 24-211.02, Powers; promulgation of rules
6. **DIRECTIVES AFFECTED**
 - a. **Directives Rescinded**
TRM 4090.4 Custody Classification Instrument (8/25/15)
 - b. **Directives Referenced.** None

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CHAPTER 1

INSTRUCTIONS FOR COMPLETING DOC INITIAL CUSTODY FORM

1. REQUIREMENTS

- a. The Case Manager or designee shall classify each assigned inmate using the initial classification form within seventy-two (72) hours of arrival at the facility.
- b. All sections shall be filled out completely using a combination of information provided by the inmate's electronic institutional record, Jail and Community Corrections System (JACCS), Prison Criminal History (PRISM), and other institutional files where available (PaperClip and JUSTIS).
- c. Using the information in the electronic record, the Case Manager shall complete all scoring items on the first page of the initial classification form. This will produce a total custody score that will indicate an initial custody designation.
- d. The Case Manager shall then complete the portion of the form that includes factors that apply to the inmate for the purpose of over-riding the custody score.
- e. The Chief Case Manager has the authority to approve an override that the Case Manager uses to modify the inmate's scored custody level. A housing assignment will then be made based upon the facility's housing plan and bed availability.
- f. The inmate shall be interviewed to verify the accuracy of objective classification data, determine the need for special housing, explain the classification process to the inmate, and indicate the recommended custody level (minimum, medium, or maximum).

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- g. If the inmate receives a new charge, the current charges are reduced or dismissed, or a conviction changes within the first ninety (90) days of incarceration, the initial classification form shall be updated rather than using the reclassification form.

2. INITIAL CUSTODY CLASSIFICATION FORM PART 1 – IDENTIFICATION

- a. **Initial Classification Date.** Enter the month, day, and year you are completing this form.

b. Identification

- 1) **DCDC#.** Enter the inmate's identifying number. This number shall be used on all subsequent classification forms.
- 2) **Inmate Name**
 - a) *Last.* Enter the inmate's last name.
 - b) *First.* Enter the inmate's first name.
 - c) *M.I.* Enter the inmate's middle initial.

c. Most Serious Current Charge

- 1) Consider all offenses for which the inmate is currently being committed to determine the most serious current charge.
- 2) Use the Offense Severity Scale (Attachment C) (Appendix A) to determine which of these charges is the most serious.
- 3) Enter the most serious current charge.
- 4) If the inmate is being held on a technical violation of parole or mandatory release, indicate the type of technical violation, if known.

d. If Detainer/Warrant/Pending Case – Most Serious Charge

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- 1) If there is a detainer, warrant, or pending case in addition to the current charge, or if the inmate is being held solely on the detainer/warrant/pending case, list the most serious charge using the Offense Severity Scale (Appendix A).
- 2) If the detainer is for a technical violation or parole or mandatory release, indicate the type of technical violation, if known.
- 3) Warrants and Detainers. If the inmate is held pursuant to a detainer or warrant, consider the detainer or warrant charge.

3. INITIAL CUSTODY CLASSIFICATION FORM PART II – CUSTODY

EVALUATION. Items A through I are intended to identify the level at which an inmate presents risk to the safety, security, and orderly operation of the facility. In the space provided for the SCORE in the right hand column of each item, enter the number of points indicated for the category that applied to the inmate.

a. Part A. Severity of Current Offense

- 1) Severity of Current Offense Table. Using the Severity of Current Offense table below, enter the appropriate number of points corresponding to the severity level of the most severe current offense, detainer charge, or warrant charge.

<i>SEVERITY OF CURRENT OFFENSE</i>	
POINTS	SEVERITY
1	Lowest
3	Moderate
5	High
7	Greatest

2) Parole Violators

- a) If the violation was the result of new criminal conduct (arrest or conviction), use the new criminal conduct for scoring this item.

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- b) If the violation behavior was a technical violation, with no new charges, score the technical violation offense as Lowest.

3) *Probation Violators*

- a) If the violation was the result of new criminal conduct (arrest or conviction), use the new criminal conduct for scoring this item.
- b) If the violation behavior was a technical violation, with no new charges, the inmate will be committed on the original charge, and that charge is used for scoring this item.

4) *Intransit*

- a) U.S. District Court inmate temporarily held prior to being transferred to their final destination.
- b) The Bureau of Prisons form, 129, shall be utilized for scoring the severity of their current offense and prior convictions, and other pertinent information.

b. *Part B. Severity of Prior Criminal Convictions*

1) *Prior Convictions*

- a) Score the inmate's prior criminal convictions, not including the current offense, in the past ten (10) years to determine the most severe conviction in the inmate's history. Severity of Prior Conviction, use the Offense Severity Scale (Appendix A) to determine the severity level of the prior convictions.
- b) Juvenile prior convictions shall be included if the juvenile record is no longer sealed as a result of the juvenile being convicted as an adult.

- 2) *No Convictions*. If the inmate has no convictions in the past ten (10) years, enter 0.

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- 3) *Severity of Prior Criminal Convictions Table.* Using the Severity of Prior Convictions table below, enter the appropriate number of points corresponding to the severity level of the most severe prior conviction.

SEVERITY OF PRIOR CRIMINAL CONVICTIONS	
POINTS	SEVERITY
1	Lowest
3	Moderate
5	High
7	Greatest

c. *Part C. History Of Escape Or Attempts To Escape*

- 1) *General Instructions – Facility level from which escaped*
 - a) Score the inmate’s prior record of escape or attempted escape from a low, medium or high security correctional facility.
 - b) A low security or Community Corrections Center (CCC) includes work release or a halfway house. Scoring shall be based on the date of return to custody.
- 2) *No Escapes.* Enter 0, if the inmate has not escaped or attempted escape.
- 3) *Escape (or Attempt) From a Low Security Facility More Than 1 Year Ago.* Enter 1, if the inmate escaped or attempted escape from a low security or CCC facility over one (1) year ago.
- 4) *Escape (or Attempt) From a Low Security Facility Less Than 1 Year Ago.* Enter 3, if the inmate escaped or attempted escape from a low security or CCC facility within the past year.

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- 5) *Escape (or Attempt) From a Medium/High Security Facility or any escape with actual or threaten violence more than 10 Years Ago, Enter 5.*
 - 6) *Escape (or Attempt) From a Medium/High Security or any escape with actual or threaten violence Less Than 10 Years Ago Enter 7.*
- d. *Part D. History Of Institutional Violence.* Score the inmate's documented institutional violence in the past ten (10) years to determine the most serious incident of institutional violence. Include the incarceration period for the current charge. History of violence shall be documented and present in the inmate's record in order to assign points.
- 1) *No Institutional Violence.* Enter 0, if the inmate has no history of institutional violence.
 - 2) *Incident of Violence Did Not Involve Weapon or Serious Injury.* Enter 5, if most severe incident was behavior not involving the use of a weapon or resulting in serious injury.
 - 3) *Incident of Violence Involved a Weapon or Serious Injury.* Enter 7, if most severe incident was behavior involving the use of a weapon and/or resulting in serious injury.
- e. *Maximum Custody Score.*

SUBTOTAL SCORE

- 1) Add the points in the right-hand column for items A through D.
 - 2) If the inmate's subtotal score on items A through D is 10 or higher, the inmate shall be assigned to Maximum Custody in Part III.
 - 3) **Note.** Continue to fill out Part II (items E-I) even if the inmate scores 10 or higher.
- f. *Part E. Prior Felony Convictions*
- 1) *General Instructions*

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- a) Count the inmate's prior felony convictions, not including the current offense, in the past 10 years.
 - b) Juvenile felony convictions shall be included if the juvenile record is no longer sealed as a result of the juvenile being convicted as an adult.
- 2) *No Felony Convictions.* Enter 0, if the inmate had no prior felony convictions.
 - 3) *One Prior Felony Conviction.* Enter 1, if the inmate had one prior felony conviction.
 - 4) *Two or More Felony Convictions.* Enter 2, if the inmate had two or more prior felony convictions.
- g. *Part F. Drug/Alcohol History.* Score the inmate's use of or addiction to alcohol and/or drugs in the past five years. It may be necessary to rely on reports in the inmate record, personal observation and information reported by the inmate in assessing the degree of use or addition.
- 1) *No Alcohol or Drug Use.* Enter 0, if the inmate has no alcohol or drug use in the past five (5) years.
 - 2) *Occasional or Recreational Use.* Enter 1, if the inmate has been an occasional or recreational user in the past five (5) years.
 - 3) *Serious Dependency/Alcohol/Addict.* Enter 3, if the inmate has had a serious dependence, has been an alcoholic, or has been addicted to drugs in the past five years.
- h. *Part G. Age.* Score the inmate's age at the time of the interview.
- 1) *24 Years Old or Younger.* Enter 1, if the inmate is 24 years old or younger.
 - 2) *25 Years Old and Above.* Enter 0, if the inmate is 25 to 35 years old.

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3) *36 Years Old and Above.* Enter (negative) -2, if the inmate is 36 years old or older.

i. *Part H. Education.* Score the inmate's educational attainment.

1) *General Instructions*

- a) Self-reporting and/or information contained in the inmate's record may be used.
- b) *Less Than High School.* Enter 0, if the inmate does not have a high school diploma or GED.
- c) *High School Graduate or Higher Level of Education.* Enter (negative) -1, if the inmate has a high school diploma or GED.

j. *Part I. Employment.*

- 1) *Unemployed for 1 Year or Less Prior to Arrest.* Enter 0, if the inmate was NOT employed for at least one (1) year at time of arrest.
- 2) *Employed for At Least 1 Year At Time of Arrest.* Enter (negative) -1, if the inmate was employed for at least one year at time of arrest.

k. **SUBTOTAL SCORE for Items E-I**

Add the points in the right-hand column for items E through I.

l. **TOTAL CUSTODY SCORE for Items A-I**

- 1) Add the scores for items A through I to calculate the inmate's Total Custody Score.

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- 2) Enter this Total Custody Score at the bottom of the first page and again at the top of the second page.

4. CUSTODY SCALE AND RECOMMENDATIONS

a. Assign Custody Level Indicated by Scale

- 1) Using the Custody Level Scale, determine the custody level indicated by the inmate's Total Custody Score or the inmate's Maximum Custody Score where the subtotal of items A-D is 10 or more.
- 2) Enter the three-letter Scored Custody Level Code in the right-hand column.

a) *Maximum Custody*

- (1) *Enter MAX*, if inmate scored 10 or more points on items A-D.
- (2) *Enter MAX*, if inmate scored 12 points or more on items A-I.

b) *Medium Custody*

- (1) *Enter MED*, if inmate scored 5 to 11 points on items A-I.

c) *Minimum Custody. Enter MIN*, if the inmate scored 4 or fewer points on items A-I.

- (1) *Enter MIN*, if the inmate scored 4 or fewer point with restrictions on items A-I.

b. Overriding Scored Custody Level

- 1) Check all factors that apply to the inmate for the purpose of overriding the scored custody level.
- 2) Overrides can be discretionary or non-discretionary, and can be to a higher or lower custody level.

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c. **Minimum Custody Restrictions** are based on DOC policies specifying that certain type of offenders cannot receive minimum custody level.

- 1) For example, departmental policy states that an inmate with a current or prior sex offender charge cannot receive a custody level of minimum. In this situation, the Chief Case Manager ensures that the inmate receives no lower than medium custody.
- 2) Minimum Custody Restriction policies apply to the following: sex offenders; inmates ordered to be held without bond; inmate's given bail amounts over \$50,000; minimum sentence lengths over 15 years; and a felony detainer or warrant.

d. **Discretionary Overrides** are based on the inmate's documented behavior; these overrides may result in recommendations that the inmate receive a higher or a lower custody than the scored custody level.

Even if an override is not being recommended, all discretionary factors applicable to the inmate shall be checked to ensure the maximum amount of information is being included on the form.

For example, a Case Manager may recommend an override from medium custody to maximum custody because the inmate is a serious violence threat to other inmates and/or staff and therefore requires more supervision, or may recommend a change from maximum to medium because of prior good institutional conduct.

1) Restrictions which prevent Minimum Custody are:

- a) Sex Offender
- b) Hold Without Bond
- c) Bail Amount over \$50,000
- d) Minimum Sentence Length over 15 years
- e) Felony Detainer or Warrant

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4) Discretionary factors used to override an inmate to a higher custody are:

- a) Known Management Problem
- b) Suspected Drug Trafficker
- c) Current Escape Threat
- d) Serious Violence Threat
- e) Known Gang Affiliation/Disruptive Group
- f) Prison Disturbance/Riot
- g) Threat to Government Official
- h) Other (specify) Example Foreign Nationals, High Profile Cases

5) Discretionary factors used to override an inmate to a lower custody are:

- a) Prior Good Institutional Conduct
- b) Isolated Prior Institutional Misconduct

e. **Is Override of Scored Custody Level Recommended?**

- 1) Check the appropriate box (yes or no) indicating whether you are recommending an override from the scored custody level.
- 2) If yes, give the rationale for the override recommendation in the space provided.

f. **Recommended Population Assignment and Custody Level.** Indicate both the recommended Population Assignment and Custody Level.

- 1) **Population Assignment.** Enter the two-letter code for the recommended population assignment in the space provided.
 - a) *General Population.* Enter GP, if the population assignment is General Population.
 - b) *Protective Custody.* Enter PC, if population assignment is Protective Custody.
 - c) *Medical Status.* Enter MD, if population assignment is Medical.

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- d) *Mental Health*. Enter MH, if population assignment is Mental Health.
- e) *Administrative Restrictive Housing*. Enter AS, if the population assignment is Administrative Restrictive Housing.
- f) *Disciplinary Restrictive Housing*. Enter DS, if population assignment is Disciplinary Restrictive Housing.
- g) *Juvenile Unit*. Enter JU, if the population assignment is Juvenile Unit.

2) Custody Level

- a) Enter the recommended three-letter custody level code in the space provided.
- b) If an override was approved, enter the custody level determined by the override.
 - (1) *Minimum Custody*. Enter MIN, if custody level is Minimum.
 - (2) *Medium Custody*. Enter MED, if custody level is Medium.
 - (3) *Maximum Custody*. Enter MAX, if custody level is Maximum.

- g. **Correctional Treatment Specialist Signature.** The Case Manager who completed the form shall sign and date it.

5. APPROVAL OF OVERRIDE

- a. **Authority.** The Deputy Warden for Programs and Case Management or designee has the authority to approve a custody classification override.
- b. **Recommendation.** Overrides shall be considered based upon the full assessment of the Case Manager.

6. CUSTODY ASSIGNMENT BASED UPON OVERRIDE

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- a. Check the appropriate box for yes or no to indicate approval of the population assignment and custody level override recommended by the Case Manager.
 - 1) If the Deputy Warden for Programs and Case Management or designee approves the recommendation, then he/she shall check the “yes” box and sign and date the form.
 - 2) If the Deputy Warden for Programs and Case Management or designee does not approve the override recommendation, then he/she shall check the “no” box, provide the rationale for the disapproval, determine the final population assignment and custody level, and sign and date the form.

- b. **Final Population Assignment and Custody Level.** To be completed only if the Deputy Warden for Programs and Case Management or designee disapproves the recommended override of the population assignment and custody level.
 - 1) **Population Assignment.** Enter the two-letter code for the final population assignment in the space provided.
 - a) *General Population.* Enter GP, if population assignment is General Population.
 - b) *Protective Custody.* Enter PC, if population assignment is Protective Custody.
 - c) *Medical.* Enter MD, if population assignment is Medical.
 - d) *Mental Health.* Enter MH, if population assignment is Mental Health.
 - e) *Administrative Restrictive Housing.* Enter AS, if population is Administrative Restrictive Housing.
 - f) *Disciplinary Restrictive Housing.* Enter DS, if population assignment is Disciplinary Restrictive Housing

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- g) *Juvenile Unit*. Enter JU, if a population assignment is Juvenile Unit.
- 2) **Custody Level**. Enter the recommended three-letter custody level code determined by the override in the space provided.
- a) *Minimum Custody*. Enter MIN, if custody level is Minimum.
- b) *Medium Custody*. Enter MED, if custody level is Medium.
- c) *Maximum Custody*. Enter Max, if custody level is Maximum

CHAPTER 2

INSTRUCTIONS FOR COMPLETING DOC CUSTODY RECLASSIFICATION FORM

1. **REQUIREMENTS**. This chapter contains the detailed instructions for completing the custody reclassification instrument.
 - a. Proper case management requires periodic review of each inmate's classification and custody status.
 - b. Unlike the initial classification system, the reclassification instrument places greater emphasis on the inmate's institutional conduct (i.e. the number of disciplinary reports and severity of infractions).
 - c. For inmates who have been in custody for ninety (90) days or more, a reclassification form shall be completed.
 - d. Subsequent reclassification will be based on legal status changes. In addition, an inmate can request a reclassification at any time.
 - e. The Case Manager shall determine if the request warrants a review, and seek approval/disapproval from the Chief Case Manager.
 - f. Based upon the data in the inmate's record, the Case Manager shall complete all scoring items on first page of the reclassification form.

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- g. The Case Manager shall then complete the portion of the form that requires the Case Manager to consider the use of an override.
- h. The inmate shall be interviewed to verify the accuracy of objective classification data, determine the need for special housing, explain the classification process to the inmate, and indicate the recommended custody level (minimum, medium or maximum).
- i. If an override is used to modify the inmate's scored custody level, the Case Manager shall have the recommended override and modified custody designation approved by the Deputy Warden for Programs and Case Management or designee.

2. CUSTODY RECLASSIFICATION FORM PART – I – IDENTIFICATION

- a. **Reclassification Date.** Enter the month, day, and year you are completing this form.
- b. **Identification**
 - 1) **DCDC #.** Enter the inmate's identifying number. This number shall be used on all subsequent classification forms.
 - 2) **Inmate Name**
 - a) Last. Enter the inmate's last name.
 - b) First. Enter the inmate's first name.
 - c) M.I. Enter the inmate's middle initial.
- c. **Most Serious Current Change**
 - 1) Consider all offenses for which the inmate is currently being committed to determine the most serious current charge.

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- 2) Use the Offense Severity Scale (Appendix A) to determine which of these charges is the most serious.
- 3) Enter the score corresponding to the severity of the most serious current charge.
- 4) If the inmate is being held on a technical violation of parole or mandatory release, indicate the type of technical violation, if known.

d. **Most Serious Detainer/Warrant Charge**

- 1) If there is an outstanding detainer or warrant issued from any other state or agency in addition to the current charge, or if the inmate is being held solely on the detainer/warrant, list the most serious charge using the Offense Severity Scale (Appendix A).
- 2) If the detainer or warrant is for a technical violation of parole or mandatory release, indicate the type of technical violation, if known.

3. **RECLASSIFICATION CUSTODY EVALUATION.** Items A through I are intended to identify the level at which an inmate presents a risk to the safety, security, and orderly operation of the facility. In the space provided for the SCORE in the right hand column of each item, enter the number of points indicated for the category that applies to the inmate.

a. *Part A. Severity of Current Offense*

- 1) *Charges.* To determine the Severity of Current Offense, consider all charges for which the inmate is committed.
- 2) *Warrants and Detainers.* If the inmate is held pursuant to a detainer or warrant, consider the detainer or warrant charge.
- 3) *Multiple Charges.* For multiple charges, the charge with the highest severity level will be used in scoring this item.
- 4) *Offense Severity Level.* Use the Offense Severity Scale in Appendix A to determine the severity level of the current offense.

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- 5) *Severity of Current Offense Table.* Using the Severity of Current Offense table below, enter the appropriate number of points corresponding to the severity level of the most severe current offense, detainer charge or warrant charge.

SEVERITY OF CURRENT OFFENSE	
POINTS	SEVERITY
1	Lowest
3	Moderate
5	High
7	Greatest

6) *Parole Violators*

- a) If the violation was the result of new criminal conduct (arrest or conviction), use the new criminal conduct for scoring this item.
- b) If the violation behavior was a technical violation, with no new charges, score the technical violation offense at **Lowest**.

7) *Probation Violators*

- a) If the violation was the result of new criminal conduct (arrest or conviction), use the new criminal conduct for scoring this item.
- b) If the violation behavior was a technical violation, with no new charges, the inmate will be committed on the original charge, and that charge is used for scoring this item.

8) *Intransit*

- a) U.S. District court inmate temporarily held prior to being transferred to his final destination.

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b) The Bureau of Prisons form, 129, shall be utilized for scoring the severity of his current offense and prior convictions, and other pertinent information.

b. *Part B. Severity of Prior Criminal Convictions*

1) *Prior Convictions*

- a) Score the inmate's prior criminal convictions, not including the current offense, in the past ten (10) years to determine the most severe conviction in the inmate's history.
- b) Juvenile prior convictions shall be included if the juvenile record is no longer sealed as a result of the juvenile being convicted as an adult.

2) *Severity of Prior Convictions.* Use the Offense Severity Scale (Appendix A) to determine the severity level of the prior convictions.

3) *No Convictions.* If the inmate has no convictions in the past ten years, enter 0.

4) *Severity of Priority Convictions Table.* Using the Severity of Prior Convictions table below, enter the appropriate number of points corresponding to the severity level of the most severe prior conviction. .

SEVERITY OF PRIOR CRIMINAL CONVICTIONS	
POINTS	SEVERITY
1	Lowest
3	Moderate
5	High
7	Greatest

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c. *Part C. History of Escape or Attempts to Escape*

1) *General Instructions – Facility level from which escaped*

- a) Score the inmate's prior record of escape or attempted escape from a low, medium or high security correctional facility.
 - b) A low security or community corrections facility includes work release or a halfway house. Scoring shall be based on the date of return to custody.
- 2) No Escapes. *Enter 0*, if the inmate has not escaped or attempted escape.
 - 3) *Low Security Facility Escape More than 1 Year Ago. Enter 1*, if the inmate escaped or attempted escape from a low security or community corrections facility over 1 year ago.
 - 4) *Low Security Facility Escape Within the Past Year. Enter 3*, if the inmate escaped or attempted escape from a low security or community corrections facility within the past year.
 - 5) *Medium Security Facility Escape More than 10 Years Ago. Enter 5*, if the inmate escaped or attempted escape from a medium or high security facility over 10 years ago, or if the inmate escaped or attempted escape from any correctional facility with actual or threatened violence over 10 years ago.
 - 6) *Medium/High Security Facility Escape Less Than 10 Years Ago. Enter 7*, if the inmate escaped or attempted escape from a medium or high security facility within the past 10 years, or if the inmate escaped or attempted escape from any correctional facility with actual or threatened violence within the past 10 years.

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- d. *Part D. History of Institutional Violence.* Score the inmate's documented institutional violence in the past 10 years to determine the most serious incident of institutional violence. Include the incarceration period for the current charge. History of violence shall be documented and presented in the inmate's record in order to assign points.
- 1) *No History of Institutional Violence.* Enter 0, if the inmate has no history of institutional violence.
 - 2) *Incidence of Violence Did Not Involve a Weapon or Serious Injury.* Enter 5, if most severe incident was behavior not involving the use of a weapon or resulting in serious injury.
 - 3) *Incidence of Violence Involved a Weapon or Serious Injury.* Enter 7, if most severe incident was behavior involving the use of a weapon and/or resulting in serious injury.
- e. **MAXIMUM CUSTODY SCORE** ***SUBTOTAL SCORE for Items A-D***
- 1) Add the points in the right-hand column for items A through D.
 - 2) If the subtotal score on items A through D is 10 or higher, the inmate shall be assigned to Maximum Custody in Part III.
 - 3) **Note.** Continue to fill out Part II (Items E-I) even if the inmates scores 10 or higher.
- f. *Part E. Prior Felony Convictions*
- 1) *General Instructions*
 - a) Count the inmate's prior felony convictions, not including the current offense, in the past 10 years.

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b) Juvenile felony convictions shall be included if the juvenile record is no longer sealed as a result of the juvenile being convicted as an adult.

- 2) *No Prior Felony Convictions. Enter 0*, if the inmate had no prior felony convictions.
 - 3) *One Prior Felony Conviction. Enter 1*, if the inmate had one prior felony conviction.
 - 4) *Two or More Prior Felony Convictions. Enter 2*, if the inmate had two or more prior felony convictions.
- g. *Part F. Number of Disciplinary Reports*
- 1) *General Instructions*
 - a) Enter the number of points associated with the number of disciplinary reports against the inmate during their current incarceration period.
 - b) **Note.** Count only those disciplinary reports in which there has been a finding of guilt.
 - c) *No Disciplinary Reports. Enter (negative) -2*, if the inmate received no disciplinary report.
 - d) *One Disciplinary Report. Enter 1*, if the inmate received one disciplinary report.
 - e) *Two Disciplinary Reports. Enter 2*, if the inmate received two disciplinary reports.
 - f) *Three or More Disciplinary Reports. Enter 4*, if the inmate received three or more disciplinary reports.

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- h. *Part G. Most Severe Disciplinary Report.* Using the DOC disciplinary offense codes, determine the most severe disciplinary report against the inmate during the current incarceration period. (See Appendix B- Offense Codes for Severity of Disciplinary Reports).
- 1) *No Disciplinary Reports.* Enter 0, if the inmate received no disciplinary reports.
 - 2) *Most Serious Disciplinary Report is Class III Offense.* Enter 2, if the most severe disciplinary report is Class III.
 - 3) *Most Serious Disciplinary Report is a Class II Offense.* Enter 3, if the most severe disciplinary report is Class II.
 - 4) *Most Serious Disciplinary Report is a Class I Offense.* Enter 5, if the most severe disciplinary report is Class I.
- i. *Part H. Current Age.* Score the inmate's age at the time of the interview.
- 1) *Age 24 Years Old or Younger.* Enter 1, if the inmate is 24 years old or younger.
 - 2) *Age 25 Years Old – 35 Years Old.* Enter 0, if the inmate is 25 to 35 years old.
 - 3) *Age 36 Years Old and Above.* Enter (negative) -2, if the inmate is 36 years old or older.
- j. *Part I. Program Participation.* Based on the inmate's participation in his/her assigned work detail or formal treatment, (e.g., drug treatment, counseling, etc.), education, and/or vocation training, make the following determination.
- 1) *Either Working or in School.* Enter (negative) -1, if the inmate is in compliance with educational or vocational program plan OR work detail.

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- 2) *If Both Working and In School. Enter (negative) -2, if the inmate is in compliance with educational or vocational program plan AND work detail.*

k. **SUBTOTAL SCORE for Items E-I**

Add the points in the right-hand column for items E through I.

l. **SUBTOTAL SCORE for Items A-I**

- 1) Add the scores for items A through I to calculate the inmate's Total Custody Score.
- 2) Enter this Total Custody Score at the bottom of the first page and again at the top of the second page.

4. CUSTODY SCALE AND RECOMMENDATIONS

a. Assign Custody Level Indicated by Scale

- 1) Using the Custody Level Scale, determine the custody level indicated by the inmate's Total Custody Score (or the inmate's Maximum Custody Score where the subtotal of items A-D is 10 or more).
- 2) Enter the three-letter Scored Custody Level Code in the right-hand column.
 - a) *Maximum Custody*
 - 1) *ENTER MAX, if the inmate scored 10 or more points on items A – D.*
 - 2) *ENTER MAX, if the inmate scored 12 points or more on items A-1.*

b) *Medium Custody*

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- 1) *Enter MED*, if the inmate scored 5 to 11 points on items A-1.
- 2) *Enter MED*, if inmate scored 4 or fewer points with restrictions on items A-1.
- c) *Minimum Custody*. Enter MIN, if inmate scored 4 or fewer points on items A-1.

b. Overriding Scored Custody Level

- 1) Check all factors that apply to the inmate for the purpose of overriding the scored custody level.
- 2) Overrides can be discretionary or non-discretionary, and can be to a higher or lower custody level.

c. Minimum Custody Restrictions are based on DOC policies specifying that certain types of offenders cannot receive minimum custody level.

- 1) For example, departmental policy states that an inmate with a current or prior sex offender charge cannot receive a custody level of minimum. In this situation, the Deputy Warden for Programs and Case Management or designee ensures that the inmate receives no lower than medium custody.
- 2) Minimum Custody Restriction policies apply to the following: sex offenders; inmates ordered to be held without bond; inmates given bail amounts over \$50,000; sentence over 15 years; and a felony detainer or warrant.

d. Discretionary Overrides are based on the inmate's documented behavior; these overrides may result in recommendations that the inmate receive a higher or lower custody than the scored custody level.

e.

- 1) Even if an override is not being recommended, all discretionary factors applicable to the inmate shall be checked to ensure the maximum amount of information is being included on the form.

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2) For example, a Case Manager may recommend an override from medium custody to maximum custody because the inmate is a serious violence threat to other inmates and/or staff and therefore requires more supervision or may recommend a change from maximum to medium because of prior good institutional conduct.

3) Restrictions that prevent Minimum Custody are:

- a) Sex Offender
- b) Hold Without Bond
- c) Bail Amount Over \$50,000
- d) Minimum Sentence Length Over 15 years
- e) Felony Detainer or Warrant

4) Discretionary factors used to override an inmate to a higher custody are:

- a) Known Management Problem
- b) Suspected Drug Trafficker Inside Institution
- c) Current Escape Threat
- d) Serious Violence Threat
- e) Known Gang Affiliation/Disruptive Group
- f) Prison Disturbance/Riot
- g) Threat to Government Official
- h) Other (Specify)

5) Discretionary factors used to override an inmate to a lower custody are:

- a) Prior Good Institutional Conduct
- b) Isolated Prior institutional Misconduct

f. Is Override of Scored Custody Level Recommended?

- 1) Check the appropriate box (yes or no) indicating whether you are recommending an override from the scored custody level.
- 2) If yes, give the rationale for the override recommendation in the space provided.

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g. **Recommended Population Assignment and Custody Level.** Indicate both the recommended Population Assignment and Custody Level.

1) *Population Assignment.* Enter the two-letter code for the recommended population assignment in the space provided.

a) *General Population.* Enter *GP*, if population assignment is General Population.

b) *Protective Custody.* Enter *PC*, if population assignment is Protective Custody.

c) *Medical.* Enter *MD*, if population assignment is Medical.

d) *Mental Health.* Enter *MH*, if population assignment is Mental Health.

e) *Administrative Restrictive Housing.* Enter *AS*, if population assignment is Administrative Restrictive Housing.

f) *Disciplinary Restrictive Housing.* Enter *DS*, if population assignment is Disciplinary Restrictive Housing.

g) *Juvenile Unit.* Enter *JU*, if population assignment is Juvenile Unit.

2) Custody Level

a) Enter the recommended three-letter custody level code in the space provided.

b) If an override was approved, enter the custody level determined by the override.

c) *Minimum Custody.* Enter *MIN*, if custody level is Minimum.

d) *Medium Custody.* Enter *MED*, if custody level is Medium.

e) *Maximum Custody.* Enter *MAX*, if custody level is Maximum.

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h. **Correctional Treatment Specialist Signature.** The Case Manager who completed the form shall sign and date it.

5. Deputy Warden for Programs and Case Management or designee **APPROVAL OF OVERRIDE**

- a. **Authority.** Only the Deputy Warden for Programs and Case Management or designee has the authority to approve a custody classification override.
- b. **Recommendations.** Overrides shall be considered based upon the full assessment of the Case Manager.

6. **CUSTODY ASSIGNMENT BASED UPON OVERRIDE**

- a. Check the appropriate box for yes or no to indicate approval of the population assignment and custody level override recommended by the Case manager.
 - 1) If the Deputy Warden for Programs and Case Management or designee approves of the recommendation, then (s) he shall check the “yes” box and sign and date the form.
 - 2) If the Deputy Warden for Programs and Case Management or designee does not approve the override recommendation, then (s) he shall check the “no” box, provide rationale for the disapproval, determine the final population assignment and custody level, and sign and date the form.
- b. **Final Custody Assignment.** To be completed only if the Deputy Warden for Programs and Case Management or designee disapproves the recommendation override of the population assignment and custody level.
 - 1) **Custody Assignment.** Enter the two-letter code for the final population assignment in the space provided.
 - a) *General Population.* Enter *GP*, if population assignment is General Population.

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- b) *Protective Custody*. Enter *PC*, if population assignment is Protective Custody.
 - c) *Medical*. Enter *MD*, if population assignment is Medical.
 - d) *Mental Health*. Enter *MH*, if population assignment is Mental Health.
 - e) *Administrative Restrictive Housing*. Enter *AS*, if population assignment is Administrative Restrictive Housing.
 - f) *Disciplinary Restrictive Housing*. Enter *DS*, if population assignment is Disciplinary Restrictive Housing.
 - g) *Juvenile Unit*. Enter *JU*, if population assignment is Juvenile Unit.
- 2) **Custody Level**. Enter the recommended three-letter custody level code determined by the override in the space provided.
- a) *Minimum Custody*. Enter *MIN*, if custody level is Minimum.
 - b) *Medium Custody*. Enter *MED*, if custody level is Medium.
 - c) *Maximum Custody*. Enter *MAX*, if custody level is Maximum.
- c. **Signature**. If the Case Manager recommended an override of the scored custody level, the Chief Case Manager or Designee shall review the classification and forward it to the Deputy Warden for Programs and Case Management or designee who will sign and date the form after indicating approval or disapproval of the recommended custody level.