



DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS

TECHNICAL REFERENCE MANUAL (CASE MANAGEMENT)

EFFECTIVE DATE:	September 20, 2023	Page 1 of 35
SUPERSEDES:	4090.4C September 10, 2018	
OPI:	Case Management	
REVIEW DATE:	September 20, 2024	
Approving Authority	Thomas Faust Director	

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

SUMMARY OF CHANGES:

Section	Change
	<i>Minor changes made throughout policy.</i>

APPROVED:

Thomas Faust, Director

9/20/2023
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. Human 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 sexual discrimination that is also prohibited by the Act. In addition, harassment based on any of the above-protected categories is 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
 - b. Sandin v. Conner, 515 U.S. 472 (1995)
 - c. Bell v. Wolfish, 441 U.S. 520 (1979)
 - d. Rhodes v. Chapman, 452 U.S. 337 (1981)
 - e. Hatch v. District of Columbia, 184 F.3d 846 (1999)
 - f. Marshall v. Reno, 915 F. Supp. 426 (1996)

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- g. Phillips v. District of Columbia, 714 A.2d 768 (1998)
- h. James-Bey v. Freeman, 638 F. Supp. 758 (1986)
- i. United States v. Johnson, 40 F.3d 436 (1994)
- j. United States v. Rojas-Yepes, 630 F. Supp. 2d 18 (2009)

6. DIRECTIVES AFFECTED

a. Directives Rescinded

TRM 4090.4C Custody Classification Instrument (9/10/18)

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)/jail management system, Prison Criminal History (PRISM), and other institutional files where available (document management system 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 Supervisory Correctional Treatment Specialist 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, have the classification process explained to them by the case manager, and advise the inmate of the recommended custody level (minimum, medium, or maximum). For safety, security and order, the existence of or nonexistence of separations shall not be revealed to the inmate.

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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**
- 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

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detainer/warrant/pending case, list the most serious charge using the Offense Severity Scale (Attachment C).

- 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 Offense Severity Scale (Attachment C) and 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. If an inmate is returned to the facility as a result of a walk-away, program failure or an escape without being charged, score the most severe current 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) All available information and documentation 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 (according to disposition date), 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 (Notwithstanding whether an inmate is charged or not charged, convicted or not convicted)*

- 1) *General Instructions – Facility level from which the inmate 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 facility 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.
- 2) Enter this Total Custody Score at the bottom of the first page and again at the top of the second page.

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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.
 - (2) Enter *MED*, if inmate scored 4 or fewer points with restrictions on items A-1.
 - c) *Minimum Custody*.
 - d) (1) Enter *MIN*, if the inmate scored 4 or fewer points 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 Supervisory Correctional Treatment Specialist 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) 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

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- f) Prison Disturbance/Riot
- g) Threat to Government Official
- h) Other (specify) Example Foreign Nationals, High Profile Cases

2) 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.
 - d) *Mental Health.* Enter MHU, if population assignment is Mental Health or MHSDU if the population assignment is the Mental Health Step Down Unit

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- e) *Administrative Restrictive Housing.* Enter ARH, if the population assignment is Administrative Restrictive Housing.
- f) *Disciplinary Restrictive Housing.* Enter DRH, if population assignment is Disciplinary Restrictive Housing.
- g) Special Management. Enter SMU if the population assignment is the Special Management 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.
- h. The inmate shall sign, date and provide his/her DCDC number.

5. APPROVAL OF OVERRIDE

- a. **Authority.** The Deputy Director for Education, 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.

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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 Director for Education 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 Director for Education, 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 Director for Education, Programs and Case Management or designee disapproves the recommended override of the population assignment and custody level.
 - 1) **Population Assignment.** Enter the 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 MHU, if population assignment is Mental Health.
 - e) *Administrative Restrictive Housing.* Enter ARH, if population is Administrative Restrictive Housing.
 - f) *Disciplinary Restrictive Housing.* Enter DRH, if population assignment is Disciplinary Restrictive Housing

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- 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

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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 an interval of eighty (80) to ninety (90) days, reclassification forms shall be completed. The reclassifications must be completed no longer than day 90. However, for those inmates who might have been housed in alternative facilities, reclassifications shall be completed within 72 hours of their return to DC DOC.
 - 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 Supervisory Correctional Treatment Specialist.
 - 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.
 - 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).

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- 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 Director for Education, 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.
 - 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.

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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.
- 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.

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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.
- b) All available information and documentation shall be utilized for scoring the severity of their current offense and prior convictions, and other pertinent information.

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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

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

- 1) *General Instructions – Facility level from which the inmate escaped*

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- 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.
- 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.

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- 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.
- 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.*

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- 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.
- 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.

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- 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.*
 - 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-H**
- 1) Add the scores for items A through H 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 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*

- 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.

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- 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 Director for Education, 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.
- 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.
 - 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

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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 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

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 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.

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- d) *Mental Health*. Enter *MHU*, if population assignment is Mental Health.
- e) *Administrative Restrictive Housing*. Enter *ARH*, if population assignment is Administrative Restrictive Housing.
- f) *Disciplinary Restrictive Housing*. Enter *DRH*, if population assignment is Disciplinary Restrictive Housing.

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.

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

h. The inmate shall sign, date and provide his/her DCDC number.

**5. Deputy Director for Education, Programs and Case Management or designee
APPROVAL OF OVERRIDE**

a. **Authority.** Only the Deputy Director for Education, 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.

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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 Director for Education, 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 Director for Education, 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 Director for Education, 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.
 - b) *Protective Custody.* Enter *PC*, if population assignment is Protective Custody.
 - c) *Medical.* Enter *MD*, if population assignment is Medical.
 - d) *Mental Health.* Enter *MHU*, if population assignment is Mental Health or *MHSDU* if the population assignment is the Mental health Step Down Unit.
 - e) *Administrative Restrictive Housing.* Enter *ARH*, if population assignment is Administrative Restrictive Housing.
 - f) *Disciplinary Restrictive Housing.* Enter *DRH*, if population assignment is Disciplinary Restrictive Housing.

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- g) Special Management. Enter SMU if population assignment is Special Management 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 Supervisory Correctional Treatment Specialist or Designee shall review the classification and forward it to the Deputy Director for Education, Programs and Case Management or designee who will sign and date the form after indicating approval or disapproval of the recommended custody level.

**DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS
INITIAL CUSTODY CLASSIFICATION**

Revised August 2023

Initial Classification Date: ____/____/____

I. IDENTIFICATION

DCDC#: _____

Inmate Name: _____
LAST
FIRST
M.I.

Most Serious Current Charge: _____

If Detainer/Warrant, Most Serious Detainer/Warrant Charge: _____

II. CUSTODY EVALUATION

	SCORE
A. Severity of Current Offense (Score the most severe current offense using the Offense Severity Scale.)	
Lowest.....	1
Moderate.....	3
High.....	5
Greatest.....	7
B. Severity of Prior Criminal Convictions (Score the most severe prior conviction in the past 10 years using the Offense Severity Scale.)	
None.....	0
Lowest.....	1
Moderate.....	3
High.....	5
Greatest.....	7
C. History of Escape or Attempts to Escape within past 10 years	
No escapes or attempts to escape.....	0
Escape (or attempt) from low security or community corrections facility	
Over 1 year ago.....	1
Within the past year.....	3
Escape (or attempt) from medium or high security OR any escape with actual or threatened violence	
Over 10 years ago.....	5
Within the past 10 years.....	7
D. History of Institutional Violence (Score the most serious documented incident in the past 10 years .)	
None.....	0
Assault/behavior NOT involving a weapon or resulting in serious injury.....	5
Assault/behavior involving a weapon and/or resulting in serious injury.....	7

MAXIMUM CUSTODY SCORE (Add items A – D. Enter score at right.)
 (If score is 10 or higher, inmate should be assigned to Maximum Custody.)

SUBTOTAL SCORE (Add Items A – D) _____

	SCORE
E. Prior Felony Convictions (Count the number of prior felony convictions in the past 10 years .)	
None.....	0
One.....	1
Two or more.....	2
F. Drug/Alcohol History (in the past 5 years)	
No use.....	0
Occasional or recreational use.....	1
Serious dependence/alcoholic/addict.....	3
G. Age	
24 or younger.....	+1
25 to 35.....	0
36 or older.....	-2
H. Education	
High school degree or GED.....	-1
I. Employment	
Employed for at least 1 year at time of arrest.....	-1

SUBTOTAL SCORE (Add Items E – I) _____

TOTAL CUSTODY SCORE (Add Items A – I) _____

III. CUSTODY SCALE AND RECOMMENDATIONS

Assign Custody Level Indicated by Scale Below

Total Custody Score
(from first page)

MAXIMUM CUSTODY SCORE (items A – D)
10 or more points Maximum MAX

TOTAL CUSTODY SCORE (items A – I)
12 or more points..... Maximum MAX
5 to 11 points..... Medium MED
4 or fewer points with felony detainer/warrant Medium MED
4 or fewer points..... Minimum MIN

Custody Level

Check (✓) All Factors that Apply to this Inmate for Purpose of Over-Riding Scored Custody Level

Non-Discretionary Over-Ride

- Sex Offender
- Hold w/o Bond
- Bail Amount over \$50,000
- Sentence Length (over 15 years)
- Felony Detainer or Warrant

Discretionary Over-Ride – Higher Custody

- Known Management Problem
- Prison Disturbance/Riot
- Suspected Drug Trafficker inside institution
- Current Escape Threat
- Serious Violence Threat
- Known Gang Affiliation/Disruptive Group
- Threaten Government Official
- Other (specify) _____

Discretionary Over-Ride – Lower Custody

- Prior Good Institutional Conduct
- Isolated Prior Institutional Misconduct

Is Over-Ride of Scored Custody Level Recommended?

ف Yes ف No

If yes, give rationale (required): _____

Recommend Population Assignment and Custody Level

Population Assignment

(Select code from the list below)

Code

- General Population GP
- Protective Custody PC
- Medical MD
- Mental Health Unit MHU
- MH Stepdown Unit MHSDU
- Administrative Restrictive Housing ARH
- Disciplinary Restrictive Housing DRH
- Special Management Unit SMU

Custody Level

(Select code from the list below)

Code

- Minimum MIN
- Medium MED
- Maximum MAX

Correctional Treatment Specialist Signature _____

Date _____

Inmate's Signature _____

DCDC _____

Date _____

IV. DEPUTY DIRECTOR FOR EDUCATION, PROGRAMS & CASE MANAGEMENT (OR DESIGNEE) APPROVAL OF OVER-RIDE

Approve Recommended Population Assignment and Custody Level?

____ Yes (sign below) ____ No (complete remainder of section and sign below)

If no give rationale (required): _____

Final Population Assignment and Custody Level

Population Assignment

(Select code from the list below)

Code

- General Population GP
- Protective Custody PC
- Medical MD
- Mental Health Unit MHU

Custody Level

(Select code from the list below)

Code

- Minimum MIN
- Medium MED
- Maximum MAX

MH Stepdown Unit	MHSDU
Administrative Restrictive Housing	ARH
Disciplinary Restrictive Housing	DRH
Special Management Unit	SMU

Deputy Director for Education, Programs and Case Management or Designee Signature _____ **Date**

Inmate's Signature _____ DCDC _____ Date _____

**DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS
CUSTODY RECLASSIFICATION**

Reclassification Date: ____/____/____

I. IDENTIFICATION

DCDC#: _____

Inmate Name: _____
LAST
FIRST
M.I.

Most Serious Current Charge: _____

If Detainer/Warrant, Most Serious Detainer/Warrant Charge: _____

II. CUSTODY EVALUATION

	SCORE
A. Severity of Current Offense (Score the most severe current offense using the Offense Severity Scale.)	
Lowest.....	1
Moderate.....	3
High.....	5
Greatest.....	7
B. Severity of Prior Criminal Convictions (Score the most severe prior conviction in the past 10 years using the Offense Severity Scale.)	
Lowest.....	1
Moderate.....	3
High.....	5
Greatest.....	7
C. History of Escape or Attempts to Escape within past 10 years	
No escapes or attempts to escape.....	0
Escape (or attempt) from low security or community corrections facility	
Over 1 year ago.....	1
Within the past year.....	3
Escape (or attempt) from medium or high security OR any escape with actual or threatened violence	
Over 10 years ago.....	5
Within the past 10 years.....	7
D. History of Institutional Violence (Score the most serious documented incident in the past 10 years.)	
None.....	0
Assault/behavior NOT involving a weapon or resulting in serious injury.....	5
Assault/behavior involving a weapon and/or resulting in serious injury.....	7

MAXIMUM CUSTODY SCORE (Add items A – D. Enter score at right.)
 (If score is 10 or higher, inmate should be assigned to Maximum Custody.)

SUBTOTAL SCORE (Add Items A – D) _____

	SCORE
E. Prior Felony Convictions (Count the number of prior felony convictions in the past 10 years.)	
None.....	0
One.....	1
Two or more.....	2
F. Number of Disciplinary Reports	
None.....	-2
One.....	1
Two.....	2
Three or more.....	4
G. Most Severe Disciplinary Report (if no disciplinary reports, enter 0)	
Class III.....	2
Class II (score substance abuse violations here).....	3
Class I.....	5
H. Age	
24 or younger.....	+1
25 to 35.....	0
36 or older.....	-2
I. Program Participation	
Successful Completion and/or Participation in Treatment/Education/Vocational Program.....	-1
Satisfactory Performance on Work Assignment/Work Detail.....	-1
Unsatisfactory Work Performance or Unsuccessful Termination from Vocational/Educational/Treatment Program.....	+1

SUBTOTAL SCORE (Add Items E – I) _____

TOTAL CUSTODY SCORE (Add Items A – H) _____

III. CUSTODY SCALE AND RECOMMENDATIONS

Assign Custody Level Indicated by Scale Below

MAXIMUM CUSTODY SCORE (items A – D)	Custody Level	
10 or more points	Maximum	MAX
TOTAL CUSTODY SCORE (items A – H)	Custody Level	
12 or more points.....	Maximum	MAX
5 to 11 points.....	Medium	MED
4 or fewer points with felony detainer/warrant	Medium	MED
4 or fewer points.....	Minimum	MIN

Total Custody Score
(from first page)

Custody Level

Check (✓) All Factors that Apply to this Inmate for Purpose of Over-Riding Scored Custody Level

Non-Discretionary Over-Ride

- ____ Sex Offender
- ____ Hold w/o Bond
- ____ Bail Amount over \$50,000
- ____ Sentence Length (over 15 years)
- ____ Felony Detainer or Warrant

Discretionary Over-Ride – Higher Custody

- ____ Known Management Problem
- ____ Prison Disturbance/Riot
- ____ Suspected Drug Trafficker inside Institution
- ____ Current Escape Threat
- ____ Serious Violence Threat
- ____ Known Gang Affiliation/Disruptive Group
- ____ Threaten Government Official
- ____

Discretionary Over-Ride – Lower Custody

- ____ Offense is less severe than indicated
- ____ Prior Good Institutional Conduct
- ____ Isolated Prior Institutional Misconduct

____ Other (specify) _____

Is Over-Ride of Scored Custody Level Recommended?

ف Yes ف No

If yes, give rationale (required): _____

Recommend Population Assignment and Custody Level

Population Assignment

(Select code from the list below)

Code

Custody Level

(Select code from the list below)

Code

General Population	GP	Minimum	MIN
Protective Custody	PC	Medium	MED
Medical	MD	Maximum	MAX
Mental Health	MH		
MH Stepdown Unit	MHSDU		
Administrative Restrictive Housing	ARH		
Disciplinary Restrictive Housing	DSH		
Special Management Unit	SMU		

Correctional Treatment Specialist Signature _____ Date _____

Inmate's Signature _____ DCDC _____ - Date _____

IV. Deputy Director for Education, Programs and Case Management (OR DESIGNEE) APPROVAL OF OVER-RIDE

Approve Recommended Population Assignment and Custody Level?

ف Yes ف No

Give rationale (required): _____

Final Population Assignment and Custody Level

Population Assignment

(Select code from the list below)

Code

Custody Level

(Select code from the list below)

Code

General Population	GP	Minimum	MIN
Protective Custody	PC	Medium	MED
Medical	MD	Maximum	MAX
Mental Health	MH		
MH Stepdown Unit	MHSDU		
Administrative Restrictive Housing	ARS		
Disciplinary Restrictive Housing	DRH		
Special Management Unit	SMU		

Inmate's Signature _____ DCDC _____
Deputy Director for Education, Programs and Case Management (or Designee) Signature _____

Date _____

Date _____

DISCIPLINARY REPORTS

#1: Date of incident: ____/____/____	Severity of incident: (circle one)	CLASS:	I	II	III
Description of violation: _____					
Disposition: _____					
#2: Date of incident: ____/____/____	Severity of incident: (circle one)	CLASS:	I	II	III
Description of violation: _____					
Disposition: _____					
#3: Date of incident: ____/____/____	Severity of incident: (circle one)	CLASS:	I	II	III
Description of violation: _____					
Disposition: _____					
#4: Date of incident: ____/____/____	Severity of incident: (circle one)	CLASS:	I	II	III
Description of violation: _____					
Disposition: _____					
#5: Date of incident: ____/____/____	Severity of incident: (circle one)	CLASS:	I	II	III
Description of violation: _____					
Disposition: _____					
#6: Date of incident: ____/____/____	Severity of incident: (circle one)	CLASS:	I	II	III
Description of violation: _____					
Disposition: _____					
#7: Date of incident: ____/____/____	Severity of incident: (circle one)	CLASS:	I	II	III
Description of violation: _____					
Disposition: _____					
#8: Date of incident: ____/____/____	Severity of incident: (circle one)	CLASS:	I	II	III
Description of violation: _____					
Disposition: _____					
#9: Date of incident: ____/____/____	Severity of incident: (circle one)	CLASS:	I	II	III
Description of violation: _____					
Disposition: _____					
#10: Date of incident: ____/____/____	Severity of incident: (circle one)	CLASS:	I	II	III
Description of violation: _____					
Disposition: _____					
#11: Date of incident: ____/____/____	Severity of incident: (circle one)	CLASS:	I	II	III
Description of violation: _____					
Disposition: _____					

DCDOC CLASSIFICATION AND RECLASSIFICATION PROGRAM REVIEW RECOMMENDATIONS

DCDC _____ NAME _____

DATE _____ Initial Reclassification Transfer or Release

Identified Needs:

HEALTH /MEDICAL

Major Disability/Trauma
No medical considerations
Monitoring/Education
Recurring Condition

Acute or Chronic Condition

MENTAL HEALTH

Need Referral
Receiving Counseling
Receiving Treatment

SUBSTANCE ABUSE

Intensive Program
Education
NA/AA
Other

EDUCATION

GED Preparation
Adult Basic Education
Special Education
Vocational
Title XVI Juvenile- Compulsory Education

WORK ASSIGNMENT

On Unit
Off Unit
Off Unit – Sensitive Area
Outside

REENTRY

Life Skills
Work preparedness
Community Outreach/Mentoring
Discharge Planning

Recommendations: _____

Inmate Signature _____

CUSTODY RECOMMENDATIONS:

Custody Maximum Medium Minimum Next Review Date _____

General Population Protective Custody Administrative Restrictive Housing Youthful offender Other

Case Manager' Signature