MODEL

CLASSIFICATION AND TRACKING SYSTEM

MAINE STATE PRISON

Discretionary Grant 76-ED-01-0002
Revision February, 1977

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Maine State Prison
Thomaston, Maine

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Earlier editions were reviewed by all major elements of the Maine Bureau of Corrections. This edition has the approval of the Director of that Bureau.

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SECTION I

I. Introduction

A. General -- 1. The Maine State Prison has been involved in the classification of inmates for many years. The system has worked moderately well, but the reasons it has done so are not clear. There has apparently been no master plan, no statement of ends and means. It has grown by responding to new requirements, but by accretion rather than by reasoned reorganization. This project formalizes the classification procedure, retaining what is good, eliminating elements for which need no longer exists, eliminating duplication, identifying reasons why things are done, and adding what the changing of times requires.

2. This is, as the grant requires, more than a classification system. It goes beyond merely sorting out inmates for various purposes. It is concerned, in addition, with identification of treatment needs, determining which needs can be met, framing of treatment programs, supervision of treatment programs, evaluation of individual progress through tracking the person treated both inside the institution and outside, and finally, evaluation of the effectiveness of treatment modules and the system as a whole. Needless to say, these latter concerns cannot be addressed during the allotted life of the project.

3. Other correctional institutions in Maine also have classification systems. Because until recent years, there was no Bureau of Corrections, institutions were autonomous. For this reason and because of the differences in their clientales, their classification systems developed differently. The differences may be greater

than the differences in clients require. Now, with the existence of the Bureau, the opportunities for transfer between some institutions to take advantage of program availability permitted by new legislation, and the availability of community program support to all institutions alike, there is a need for a Bureau-wide classification system. The differences between them must be limited to those flowing from client differences. To that end, this Maine State Prison system is a pilot for a Bureau of Corrections system. This system is a model, not a pattern. To the extent that other institutions or agencies have different types of clients or different missions or are constrained by legislation which does not apply to prison clients, those institutions and agencies must alter or amend this model to make it responsive to their needs.

4. Corrections in the future will rely heavily on corrections in the community, both as an alternative to incarceration initially and as a sequel to it. The sentenced person from now on will move more quickly and more often from confinement to community correctional programs, or may avoid the confinement phase entirely.* The pilot project for the community corrections concept is the ongoing Kennebec County Community Justice Project, which can receive clients released from all Maine institutions for treatment and support. Accordingly, the Maine State Prison classification system should be compatible with that of the Community Justice Project. This requirement for compatibility extends beyond mere categorization of persons into approaches to treatment and techniques of tracking.

B. Hypothesis -- The project hypothesizes that, with proper input of significant information on them, problems which contribute to the deviance of offenders can be identified, that programs which can

* State of Maine, Report of Maine Task Force on Corrections, Sept. 30, 1976.

contribute to the solution of those problems can be devised, and that change for the better in some clients' socialization, both in the institution and in the community, can result.

C. Project Goals

1. To devise for use at the Maine State Prison initially a classification and tracking system which answers the following questions about the incarcerated offender:

a. Who is he?

b. Why is he in prison?

c. What are his problems?

d. Has he potential for change?

e. How can we help him help himself?

f. Where can he best help himself?

g. At what rate can he be expected to progress?

h. How is he doing?

(This continuum should allow us to determine what treatment modes are effective in helping which clients to change, allowing modification of treatment modes and proper allocation of limited resources.)

2. To devise collection procedures, data management techniques, treatment modules, criteria, checklists and individual progress evaluation formulas to answer the questions in c., above.

3. To revise the present Maine State Prison prisoner personnel folders so that only material which does helps answer the questions in 1, above, in each individual case is included.

4. To make a system compatible with the community service agencies and acceptable to other correctional institutions in Maine.

5. To devise a method for evaluating the project as a whole.

6. To ensure that the project is compatible in method with other ongoing projects, such as the Department of Mental Health and Corrections management information system, so all can reinforce each other.

7. To ensure that the project supports the following stated goals of the Bureau of Corrections:

a. Corrections in the community.

b. Individual treatment of the offender.

c. Use of the least restrictive alternative.

d. Coordination and cooperation with other human service agencies.

8. To address the following stated goals of the Maine State Prison:

a. Assess the needs of residents.

b. Track program development.

c. Track delivery of services.

d. Provide data for treatment decisions.

e. Provide data for management decisions.

f. Allow effective and efficient use of resources.

g. Adjust classification to the new criminal code.

h. Identify problems of individuals in terms which suggest specific methods of intervention.

D. <u>Assumptions and Limitations</u> -- The integrating element in

a comprehensive classification [illegible] such as the one established by this project in the offender.

From the entry at one end to the end of all our involvement in him some years after his exit from correctional supervision at the other end, a great variety of persons, institutions, social institutions and systems of various kinds engage in him.

Each of these elements is organized for an underlying set of assumptions and a philosophy which indicates how he is dealt with and what his expectations in these roles may be.

The variation of interaction between the offender and the complex of institutions he has encountered can be continually complicated. In attempt to a programmatic response like this one, which is limited by time and resources, we don't think all variables could be self-defeating. Accordingly, some generalizations must be made on the project at the moment. The main central way to see it is in the form of stated assumptions. Four assumptions apply at the same time both a philosophy and [illegible].

Assumption 1: The classification process can produce useful guidance not only for management and such movement decisions, but for some treatment decisions as well.

Assumption 2: The view that correctional systems are a total failure and can produce no good at all cannot be accepted.

Comment on Assumption 2. The attention to the problems of crime and corrections compounded by the American Friends Service Committee in Struggle for Justice[1] and repeated in Corrections[2] is the total responsibility of society, which centuries-long has opted

1. American Friends Service Committee, 1971

2. National Advisory Commission on Criminal Justice Standards and Goals, 1973.

access to resources and wealth by all would solve all problems. The attractiveness and desirability of such an ideal notwithstanding, it is not likely to come to pass in our time. This project, as a result, must make an effort to be productive in the milieu in which we find ourselves. The revamping of society can be worked at concurrently with our effort to do something for the offender in the world as it is. We cannot wait for the millennium.

Assumption C: Problems of confidentiality of information will not prevent accumulation of data or progression of treatment from one element of the corrections continuum to another.

Assumption D: Only volunteer clients will participate in the classification for treatment and treatment phases of the system,* though they will be classified for management and risk assessment whether they volunteer or not. There will be no penalties imposed by the institution for non-participation in treatment programs.

Comment on Assumption D: The only way to keep a treatment sequence from being cluttered with crypto-non-volunteers who believe that opting for program participation will speed their release is to make it possible for the non-volunteer to gain release as soon as the treatment volunteer.[3] Since it unlikely, under the new Maine criminal code, that program participation will be given no weight by the courts in deciding on resentencing petitions, the insincere program volunteer will still be with us. The malign effect of such clients in program can be minimized, however, if achievement, rather than mere participation, is the criterion for resentencing judgments. It may even be that some who come initially as con-men will become sincerely involved.

* Clients at Maine Youth Center must, because of statutory requirements, participate in programs whether they volunteer or not.

3. Cf, Corrections, p. 199.

The adverse effect of [illegible] on volunteer morale can be minimized by giving more positive reinforcement options to the needful non-volunteer. This can be done in several ways:

By rewarding the sponsor who hires volunteers exemplary conduct and good work are sufficient incentives for justifying sponsorship of those who need work experience. Such criteria should be more demanding than criteria for merely good citizenship.

By non-cash payment - [illegible] a precedence for movement to less restrictive [illegible] of confinement, e.g., from prison to minimum security [illegible] correctional center, to halfway house.

By considering the needs of the volunteers as value-goods rather than economic needs, providing them the services to that end, and giving them the opportunity to earn money.

Assumption 3: This is an action research and not a research program.

Comment on Assumption 3: The project is designed to be used as soon as possible. It is hoped that then the project procedures will be useful for its members in the long run, but that is not an immediate concern.

Assumption 4: Evaluation cannot be done completely on the basis of objective criteria.

Comment on Assumption 4: Subjective criteria for evaluation of both individual programs and system effectiveness will be used to the extent that are appropriate. It is believed, however, that there are times in which subjective judgment is not an intruder more of confusion. Such judgments are productive when made by perceptive and experienced people. Guidelines will, however, be prepared to assist in making judgments.

Assumption G: Resources for the implementation of the system will be available.

Comment on Assumption G: It is hoped that a new classification and tracking system can be managed by the same number of people who manage the old one. If an improved system requires more people and other resources, it is assumed they will be made available.

Assumption H: Variations in the approaches to assessing causes of clients' deviance and in modes of treatment to be used, as between Maine State Prison and community treatment agencies will not result in incompatible programs for clients.

Comment of Assumption H: Maine State Prison uses a functional analysis of behavior to evaluate clients and to identify treatment modules. The Kennebec County Community Justice Project, for example, uses a human needs model, which emphasizes client learning.[4] Nonetheless, a client moving from the Maine State Prison into an agency such as a community justice project will be able to adjust to the transition without harm. (See Section IV). Those working with the client after he is transferred will be able to use the information and evaluations forwarded for treatment purposes.

E. Criminal Justice Standards and Goals -- There is apparently a conflict between this project and Standard 6.1 in the volume Corrections of the Criminal Justice Standards and Goals. Standard 6.1 indicates that classification should be limited to classification for management purposes. Yet, this discretionary grant project was funded even though the project narrative indicated plainly that it would pursue classification for beyond that needed for management decisions

4. Gaylin & Blatte, "Behavior Modification in Prisons," The American Criminal Law Review, Summer, 1975, Vol., 13, No. 1.

only. That seems appropriate, as the National Advisory Commission on Criminal Justice Standards and Goals seems overly pessimistic. If the widely-held view that there is no hope of any gains in that area, as in the so-called[5] "justice model", has any basis (as it surely has), this project will not achieve all it hopes for. But if it does achieve anything substantive, it may point a direction in which to go. If it does not, it may have the benefit of identifying a route not to be taken again.

F. Evaluation of the Project -- 1. Evaluation of individual performance in a program is feasible in the short range; project evaluation is another matter.

2. Evaluation of results of the management-effectiveness of people-sorting can be more easily done than can evaluating effectiveness of treatment programs on the correctional client. The criterion for measuring management effectiveness is simple: the institution runs more smoothly. The tracking process is shorter; the tracking stops when the client leaves the institution.

3. Evaluating the results of people-sorting for their own good (and society's) becomes more difficult. This kind of classification must ask questions about causes or support of deviance, and must thereafter lead to strategies for change, and finally into the development of criteria for evaluation which are in no way simple. Further, a tracking system which is to say anything significant must lead some substantial distance into the post-release career of the client tracked.

4. For evaluation procedures, see Section XVIII.

5. Levi, Criminal Justice Newsletter, Vol. 7, No. 4, February 16, 1976.

IX. Information Requirements

A. Identifying Information

1. The [illegible] of information about a client contacted by the use of information which could be collected by a personnel office about an employee, applicant, or member. Such data will be our non-conventional sensing. Such information is not identifying who is a unique person, so this information will not be confused with other persons. The person's name is, of course, the primary identifier. In an organization is more unique. Other information relating to factors of time (age), place (address), personal [illegible] (birthplace), community status (marriage, employment), and personal history (school attended, military service) establishes the overall net used in most personnel systems to pinpoint the unique identity of one person. All these are needed to identify the conventional sensing.

2. Information concerning or intended with the client cannot be called upon alone. In the context of conventional use of aliases, compounding or deconstructing biographical information to one's self-interest, omission of important information, or introduction of personal bias cast of the data discussed are to more frequent than for other reasons, and be correspondingly [illegible] more significant. So that conventional sensing [illegible] of information or data will not be misled, and so that the subjects may benefit from the conventional experience, certain other steps in identification must be taken.

Information from the conventional client contact are always to be taken at face value, but should be verified when is some necessary, by sending templates from the organization to identify as well as to persons

[illegible]

[illegible]

3. There are [illegible] available to correction [illegible] and amount of information [illegible] available to other personnel. Information [illegible] of [illegible] [illegible]. There are [illegible] information on [illegible] [illegible] [illegible] [illegible], and [illegible] variables, [illegible] [illegible] [illegible]. [illegible] source of information, [illegible] [illegible], [illegible] [illegible] [illegible].

4. As the [illegible] of [illegible] [illegible] of information to the [illegible], [illegible] [illegible], [illegible] [illegible], it will be possible to [illegible] [illegible] to the [illegible] and [illegible] of the [illegible] [illegible]. [illegible] [illegible] [illegible] of the [illegible] of information [illegible], as [illegible] by [illegible], if such [illegible] are to be made.

5. [illegible] [illegible] [illegible] and [illegible] [illegible] [illegible]

[illegible]

[illegible]

[illegible] that [illegible]

[illegible]

[illegible]

confidentially should be overlooked. Judgments made on the basis of inadequate information [illegible] damage to community programs if other [illegible] judgments or suggestions to clients who are not supported by community programs and should be.

[illegible]

1. The data collection plan [illegible] to [illegible] information. It is recognized that [illegible] information needs to be collected in every case, but [illegible] information should be [illegible] so that there is no need for [illegible] later.

2. Periodic [illegible] information should be provided for every new situation, in order that the [illegible] of a person and to other [illegible] and [illegible] to the [illegible]. Beyond that, [illegible] the identification of the [illegible] problem and the [illegible] behavior need be [illegible] [illegible] in search of [illegible] [illegible] necessary and [illegible] [illegible] believe that it is essential in identifying or [illegible] problems or [illegible] that is treatment [illegible]. This approach will [illegible] a change in the current [illegible] of [illegible] the [illegible] information which might [illegible] to [illegible] set of circumstances. The effect of this approach will be that the [illegible] process will be expanded over a longer period of time [illegible], in particular phases of information will [illegible] by the [illegible] information officer until they are [illegible] for [illegible] or treatment [illegible].

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6. [illegible], Shah, Nelson A., "Basic Principles and Concepts," Supervisional Classification and Problems, p. [illegible]

[illegible]

[illegible] Each [illegible] [illegible] which be provided with a copy of the [illegible] plan. [illegible] a [illegible] which will indicate what [illegible] of information are required [illegible] and the [illegible] of information for which [illegible] [illegible]. No [illegible] will be taken to [illegible] [illegible] of the [illegible] [illegible] which is to be [illegible] to a [illegible] [illegible]. Requests for information not [illegible] [illegible] will be [illegible] in the [illegible] [illegible], which will [illegible] to, [illegible] [illegible] requests for the same information are [illegible] [illegible].

[illegible] [illegible] [illegible] and other groups which make [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] may be hampered by lack of information [illegible] [illegible] [illegible] to [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]

SECTION III

III. Uses of a Classification System

There are several reasons why an inmate classification is necessary.

A. Personnel Accounting -- the same information and records used for other purposes provide the basis for inmate personnel accounting, an obligation of good management. Care must be taken that this does not become the most important function of classification. If such a thing happens, the Classification Office becomes a personnel office only.

B. Management -- Classification and the information it accumulates support several management functions.

1. Individual Inmates -- Work and housing assignment of individuals in institutions is made on a rational basis. This will beconsidered in detail in Sections X and XI.

2. Institution Plans -- Institution needs can be better forecast for budgetary, staffing, treatment and construction purposes.

3. Departmental Plans -- Classification input into the departmental management information bank provides a basis for policy projection and long range plans for budgetary and construction purposes.

C. Risk -- Classification provides the basis for risk assessment judgments affecting both management and treatment decisions. To the extent that the Maine criminal code allows less restrictive sentencing alternatives and the information is available to them through computerized technology transfer, risk assessments can assist prosecutors and judges in making sentencing decisions on other than first offenders. Risk assessment is developed in Section IX.

5. Research and Methodology -- A [illegible] Formulation of classification [illegible] judgment [illegible] data given.

6. Personal Motivation and Evaluation of Justification of confidentiality in individual [illegible] made by classification officials, the [illegible] of [illegible]. [illegible] board, the [illegible] and the [illegible] are based on the [illegible] of classification.

7. Justice or Tyranny -- [illegible] implied classification procedure, [illegible] and [illegible] problems, [illegible] that such criterion be judged by the [illegible], that the [illegible] of subjective judgment [illegible] minimized, and that [illegible] to lower [illegible] than be [illegible].

8. Freedom or Tyranny -- The [illegible] classification procedures ensure that the public is not [illegible] to [illegible], that the freedom of [illegible] resources is open [illegible] directions, and that citizens do not [illegible] public charges [illegible] than necessary.

9. Prospects -- The information [illegible] by a classification and tracking system provides a [illegible] for research in the future.

SECTION IV

IV. Problem Identification

A. General. -- Inmate problem identification serves several purposes, as was explained in Section III, but the treatment purpose is the most important. If the philosophy that change can be achieved in the offender is to underlie correctional policies, identification of what needs to change is essential. Problems must be identified to determine whether:

1. Treatment is needed
2. Treatment is possible
3. Treatment is wanted
4. Treatment is available
5. Treatment should be made available

B. Typologies and the Use of the Offender Scales -- It has long been accepted that classification of offenders by their problems, or according to the nature of their crimes, would result in a limited number of discrete categories or "types". An appropriate mode of treatment could then be applied to each "type" and change might ensue to one degree or another. This is an appealing and comforting hypothesis. However, this classification system could not settle on a basic typology to meet its needs. It is relying on the use of scales proven effective for a slightly different purpose. This system expects, nonetheless, that problems will be related to treatment needs so that the goals of a "treatment relevant typology" will be met. These are the Environmental Deprivation Scale (EDS) and the Maladaptive Behavior Record (MBR). Their rationale and use are

[illegible] identify human problems [illegible] information provided by the [illegible] and [illegible]. [illegible] the directions to which [illegible] and [illegible] [illegible] will seek problem identification [illegible].

C. Coordination With Community Justice Agencies

1. Community Justice Agency Problem Identification -- The Kennebec County Community Justice Project, for example, which is expected to be a forerunner for similar agencies throughout Maine, receives Kennebec County residents from Maine State Prison as the correctional continuum moves them into the community. That Project uses for problem identification a "human needs model", which differs from what is used at Maine State Prison. That model hypothesizes that all humans have the same needs (survival needs, sensory needs and effectance needs) which must or ought to be satisfied. It further hypothesizes that criminal persons satisfy those needs in ways which society has labeled criminal. Problem identification consists of identifying which needs are being met by the criminal action involved. Treatment consist of assisting the criminal to satisfy those needs in a legal way.

2. Original Approaches -- Maine State Prison uses a functional analysis of behavior to [illegible] identify and [illegible] behavioral problems [illegible] to help [illegible] and [illegible] these areas of deficiency which are [illegible] correctional [illegible] authorities, [illegible] mental-[illegible] [illegible]. The behavioral framework used at the Prison for inmate problem evaluation differs from the intrapsychic model used by the Community Justice Project. However, the lines of intervention strategies which evolve from these two approaches to problem identification are not incompatible. So we will proceed

on the assumption that a client moving from the Maine State Prison into any community service agency will be referred with accompanying programs and evaluations.

3. Intake Classification -- The concept of an integrated system of classification for the State of Maine has it that persons convicted in areas (such as Kennebec County) which have community justice projects may be classified in the community before being [illegible]

4. [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible] -- [illegible] aspects of psychopathology.

(2) [illegible] (EPPS) -- [illegible] with the satisfaction of needs.

[illegible] Inventory (MMPI) -- [illegible] cover such areas as health, [illegible] neurological disorders, motor disturbances, [illegible] religious, [illegible] and social attitudes; and educational, [illegible] situations. Also [illegible] disorders and symptoms.

(4) California Psychological Inventory (CPI) -- designed for [illegible] and up. The CPI explores [illegible] sense of well-being, good impression, [illegible] responsibility, [illegible] and femininity.

[illegible]

a. [illegible] (GATB) -- measures an individual's [illegible] to perform in various jobs.

[illegible] -- measures an individual's [illegible] jobs and occupational areas.

c. [illegible] Inventory (?) -- includes vocational [illegible]

d. Self-Directed Search (SDS) -- A self-administered, self-scored, and self-interpreted inventory indicating vocational strengths and weaknesses.

3. Tests Used by Academic Educators

a. Test of Adult Basic Education (TABE) -- Measures adult achievement in the basic skills of reading, arithmetic, and language.

b. The READ Test -- Identifies reading problems.

[illegible]

[illegible]

[illegible]

three full-time persons for the Classification Committee, existing treatment and work release committees will continue to function, guided by this document. In this document the term "Classification Committee" is used. Until the system is reorganized, that term should

be used to indicate the underlying organization of the treatment committee: and a "Work Release/Farm Board".

D. Summary of Procedure -- The Classification sequence is as follows:

1. Interview by admission officer and guard room information officer.

2. Interview by Classification Information Officer.

Consent to testing

Consent to self disclosure or request consent

3. Administration of MMPI and MBR.

4. First Classification Committee interview*:

a. Determination of inmate's desire to participate.

b. Tentative identification of problem areas.

c. Program proposal and proposed time schedule.

d. Evaluation of the prospective program participant in relation to program parameters.

e. Referral to professional and other staff for refinement of tentative problem evaluation and program proposal, including further appropriate testing.

f. Collection of additional needed information in response to staff requests.

g. Assignment of inmate to security classification, interim living situation, and interim job.

5. Second Classification Committee meeting:

a. Evaluation of added information and staff input.

b. Identification of inmate problem areas.

c. Determination whether treatment resources are available.

* The Chairman of the Classification Committee may assign any of these functions to one member of the committee.

d. Discussion of problem and treatment, if any, with inmate.

e. Agreement with inmate on treatment program (incl. work).

Signing of agreement with time-phased goals.

f. Matching of inmate capabilities with prison needs.

6. Subsequent meetings:

a. Evaluation of inmate progress.

b. Program modifications, as needed.

c. Program completion.

E. Summary of responsibilities -- At Nebraska State Prison the Classification Committee, with the assistance of treatment committees, is responsible for:

1. Intake processing.
2. Problem identification.
3. Treatment program planning.
4. Security-level classification.
5. Work assignments.
6. Housing assignments.
7. Tracking of programs.
8. Evaluation of inmate progress.
9. Evaluation of program effectiveness
10. Changes in inmate status.

F. Detailed proceedings -- Details of the classification sequence follow. Forms used are appended to the Collection Plan (Section VII).

1. Adoption -- The person guard from information officer and admission officer [illegible] newly arrived Iranis, collecting some basic information, which is recorded on the appropriate forms.

2. Classification Office -- Prior to interview by a Classification Interviewing Officer, the Iranis is approached to grant permission

collection of information on participation in treatment programs. An effort will be made to explain the advantages of participation to the latter to see whether they might not change their minds when the benefits are more fully explained to them. Guided by the interpreted meaning of the essential [illegible] and by the interview checklist, the evaluator will make a comprehensive judgment as to the areas in which the client's significant problems may lie. The focus will then be refined

inmate by one who would avail himself of an opportunity to escape if he were to become qualified, but who does not plan or work to that end. A minimum security inmate is one who would not take advantage of an opportunity to escape if he had it. Risk assessment will be determined by the use of the procedure described in Section IX.

3. Security Classification Committee Hearing -- When material is available from treatment and other staff to whom the inmate has been referred, a second meeting will be held. The following determinations will be made, with participation of the inmate, on the basis of evaluated information:

a. Verification or change of interim management decisions previously made, including security classification.

b. Verification of identification of inmate problem areas, in order of importance.

c. Decision as to whether or not any treatment program is necessary.

d. Decision as to whether any programs at all would have any effect on his problem(s).

e. Determination as to whether needed treatment resources are available in the institution, or can reasonably be made available there.

f. Determination as to whether needed resources for change are reasonably available in community facilities for those who have a risk classification of minimum.

g. Formulation of an individualized treatment program, which includes agreed-upon goals, time-based interim objectives, and the method to be used to determine whether individual goals and objectives have been achieved. See Enclosure 4 to Section XIV for

treatment program format.

h. Coordination of treatment program requirements with management requirements, such as work, to ensure that there are no conflicts which would prevent program accomplishment.

i. Preparation of a written understanding for inmate signature, which ensures that he understands program objectives and scheduled phases of accomplishment. A format for such a written understanding is provided in Section XIV.

j. Decisions on how to accommodate within the inmate program any factors included by the sentencing court, such as mandated restitution.

6. Subsequent Classification and Treatment Committee Meetings -- The Treatment Committees, under the guidance of the Classification Committee, perform the tracking function by which the inmate's progress in his individualized program is monitored. To this end, the cognizant treatment committee will meet with the inmate each time he is scheduled to fulfill one of his interim program objectives. It will judge, on the basis of input from program element providers, whether he has met his interim objectives. Guided by the recommendations of treatment committees, the Classification Committee will adjust the inmate's program on the basis of progress he has or has not made. Ultimately the Classification Committee will evaluate program effectiveness both for individuals and for program in general. These procedures will be described in more detail in Section XV.

[illegible]

[illegible]

[illegible] This section defines a group [illegible] directly related to [illegible] of human [illegible] are [illegible] classification. In fact they are [illegible] of the classification [illegible] for administrative [illegible] of [illegible] of a [illegible] office [illegible] to be [illegible] in [illegible].

[illegible] The following functions of this office [illegible] to classification, [illegible] and [illegible]. [illegible] the office deals [illegible] with [illegible].

1. [illegible] and [illegible] of legal documents [illegible] to [illegible].

2. [illegible] of [illegible] collection related to [illegible] [illegible].

3. [illegible] of [illegible] and [illegible] collection [illegible] and [illegible].

4. [illegible] of [illegible].

5. [illegible] of [illegible].

6. [illegible] [illegible] stability data.

7. [illegible] with [illegible] [illegible] sources.

8. [illegible] [illegible] to the [illegible] to the creation of [illegible] [illegible] records.

9. [illegible] in preparation of [illegible] by [illegible] documents.

1[illegible]. [illegible]

[illegible]

[illegible] classification and legal purposes.

[illegible] official mail.

[illegible] reports.

[illegible]

15. Maintenance, safeguarding and management of inmate records [illegible] confidentiality. Compliance with the provisions of Subchapter VII, Chapter 3, Title II, [illegible].

16. [illegible] services.

C. Outside Decision Making. -- [illegible] major changes in the status of [illegible] which are made or approved by persons or groups outside the prison. Such decisions cannot be [illegible] which includes not only [illegible] information but also information which is [illegible] classification treatment and tracking system. The classification [illegible] of this information, [illegible] documentation.

1. Parole [illegible] case histories, on which the Board, in part, bases its decisions to parole or not.

2. Governor's case histories, on which petitions for pardon or commutation of sentence are partially based.

3. Interstate or Federal transfer case histories or classification summaries, when such are required by prospective receiving institutions.

[illegible]

[illegible] under a [illegible] [illegible] 1974, Title 17A, M.R.S.A.

[illegible] compelling [illegible] [illegible] process to [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]

[illegible] [illegible] [illegible] [illegible] [illegible] [

[illegible]

[illegible]

[illegible]

[illegible] personal problems relating to confinement. The classification process will be explained, that is, when he will be moving and for what purposes. Liaison with family can be initiated, and social service assistance available to families can be reviewed.

7. <u>Advice to Institution Staff</u> -- By virtue of their constant contact with inmate records and their personal insight into the personalities of persons who have been in the institution previously, officers of the Classification Office are especially

[illegible]

[illegible] -- In addition [illegible] Conditions.

[illegible] (See paragraph [illegible]).

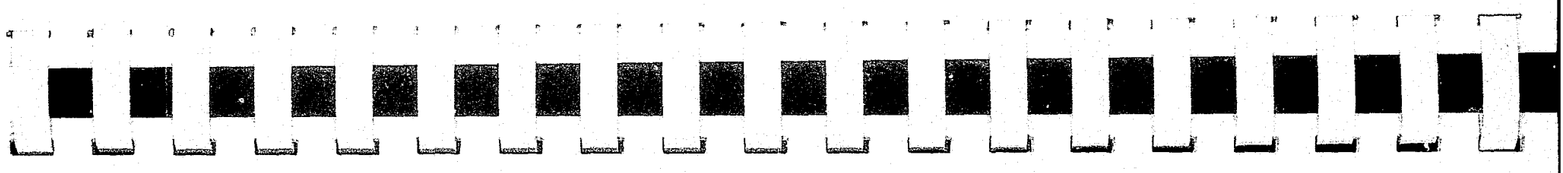
[illegible] (See paragraph [illegible]).

[illegible] (See paragraph [illegible]).

c. Management Information Bank -- This office continually provides information requested by the Department of Mental Health and Correctional Management Information Bank. In the long run, this bank will contribute data essential to the evaluation of the system of classification and treatment.

[illegible] -- [illegible] programs and [illegible] from [illegible] and providing [illegible].

[illegible] -- The [illegible] of [illegible] programs required by paragraph [illegible] of section [illegible] be carried out by this office.



As largely as possible [illegible] information [illegible] below.

[illegible]

Information	Details	Source	Form
Name	[illegible]	[illegible]	Incl. A, B, C
Aliases	[illegible]	[illegible]	" " "
	[illegible]	[illegible]	" " "
[illegible]	[illegible]	[illegible]	" " "
Address	[illegible]	[illegible]	" " "
Birthdate	[illegible]	[illegible]	" " "
	[illegible]	[illegible]	Incl. B
Birthplace	[illegible]	[illegible]	Incl. B
Nationality	[illegible]	[illegible]	Incl. B
Marital status	[illegible]	[illegible]	Incl. B
Name of [illegible]	[illegible]	[illegible]	Incl. C
Address of [illegible]	[illegible]	[illegible]	
Spouse's [illegible]	[illegible]	[illegible]	
Criminal Record	[illegible]	[illegible]	
Health or Affliction	[illegible]	[illegible]	Incl. C
Economic status	[illegible]	[illegible]	
Conduct by male [illegible]	[illegible]	[illegible]	
		[illegible]	
Conduct in other [illegible]	[illegible]	[illegible]	
	[illegible]	[illegible]	Incl. A
	[illegible]	[illegible]	Incl. B
Work ability	[illegible]	[illegible]	
Pending charges	[illegible]	[illegible]	
	[illegible]	[illegible]	Incl. F

NCIC [illegible]

Information	Source	Comment	Score
Additional charges at admission	[illegible]	[illegible]	
	[illegible]	[illegible]	
	[illegible]	[illegible]	
Authority assigned [illegible]			
Verdict	[illegible]	[illegible]	
Judge's [illegible]	[illegible]	[illegible]	0
Conviction	[illegible]	[illegible]	0
Previous history	[illegible]	[illegible]	1
	[illegible]	[illegible]	
Jail's [illegible]	[illegible]	[illegible]	
	[illegible]	[illegible]	
Mental history	[illegible]	[illegible]	
	[illegible]	[illegible]	
	[illegible]	[illegible]	
Employment history	[illegible]	[illegible]	0
	[illegible]	[illegible]	1
Military service history	[illegible]	[illegible]	
	[illegible]	[illegible]	2
	[illegible]	[illegible]	
Education history	[illegible]	[illegible]	
	[illegible]	[illegible]	
Inmate's attitude toward the crime (does he consider it justified?)	Inmate	[illegible]	

4. Information to be Collected for Departmental Management Information Data

Information	Location	Methods	Form
Taxes	Income	Interviews	R
Expenditures	Income	Paper flow	
Residual income	Income	Interviews	
Sources of income	Income	Interviews	
Accounting system	Income	Interviews	

MAINE STATE PRISON, THOMASTON, MAINE

Fill out in Duplicate: Original to front office; copies distributed as indicated.

Date: _____

INMATE: _____ Number _____ Quarantine Cell _____

Legal papers to Deputy's Office _____ Time Received _____ Date _____

Presently on Parole? Yes ☐ No ☐ Reformatory for Men _____ (PAROLE OR DISCHARGE DATE) M.S.P. or Other _____ (PAROLE OR DISCHARGE DATE)

Transporting Officer's Comments: _____

Officer's Name _____ County _____

Conduct in Jail _____ Attitude _____

Escape Risk, etc.: _____

Occupation _____

Information Officer _____

Hair Cut _____ Fingerprints _____ Photograph _____ Skin Shake _____ Dentures _____ Shower _____

Weight _____ Height _____ Date of Birth _____ Scars, Marks, Tattoos _____

Officer _____

(Copy to Deputy's Office, then Classification)

Date _____

INMATE: _____ Number _____

Property (on arrival) Money _____ Jewelry _____

Hat _____ Coat _____ Shirt _____ Pants _____ Socks _____ Underwear _____ Belt _____ Tie _____

Other _____

Next of Kin: _____

Shipped to: _____ Address _____

D -- Donated R -- Retained by Inmate M -- Mailed S -- Storage

(Copy put in with clothing) Officer _____

MAINE STATE PRISON, THOMASTON, MAINE

Fill out in Duplicate: Original to front office; copies distributed as indicated.

Date: _____

INMATE: _____ Number _____ Quarantine Cell _____

Legal papers to Deputy's Office _____ Time Received _____ Date _____

Presently on Parole? Yes ☐ No ☐ Reformatory for Men _____ PAROLE OR DISCHARGE DATE M.S.P. or Other _____ PAROLE OR DISCHARGE DATE

Transporting Officer's Comments: _____

Officer's Name _____ County _____

Conduct in Jail _____ Attitude _____

Escape Risk, etc.: _____

Occupation _____

Information Officer _____

Hair Cut _____ Fingerprints _____ Photograph _____ Skin Shake _____ Dentures _____ Shower _____

Weight _____ Height _____ Date of Birth _____ Scars, Marks, Tattoos _____

Officer _____

(Copy to Deputy's Office, then Classification)

Date _____

INMATE: _____ Number _____

Property (on arrival) Money _____ Jewelry _____

Hat _____ Coat _____ Shirt _____ Pants _____ Socks _____ Underwear _____ Belt _____ Tie _____

Other _____

Next of Kin: _____

Shipped to: _____ Address _____

D — Donated R — Retained by Inmate M — Mailed S — Storage

(Copy put in with clothing) Officer _____

PRISON ISSUE

Date _____

INMATE: _____ Number _____

Article	Size
1 Undershorts	_____
1 Shirt	_____
1 Pair Pants	_____
1 Belt	_____
1 Pair Shoes	_____
1 Pair Socks	_____

Toilet Kit - consisting of:

1 Razor & Blades	Shaving Brush & Soap
1 Mirror	Towel
1 Comb	1 pkg. Tobacco, Matches & Papers
Toothpaste & Brush	Handkerchief

Other or Exceptions: _____

I have received the above and know that I am responsible for all articles issued to me. I hereby agree to surrender these articles, plus any issued in the future, when being released or have the appropriate amount deducted from my account.

Above articles issued: Inmate _____

(Copy to Commissary) Officer _____

HOSPITAL

Date _____

INMATE: _____ Number _____

Are you presently being treated for any ailment(s)? Yes ☐ No ☐ If so, list _____

Name of Physician _____ Address _____

Do you have any Disability (Diabetes, Heart Condition, Amputation)? Yes ☐ No ☐ If so, list _____

Medication brought in: Type & Amount _____

Medication sent to Prison Hospital _____

Next of Kin - Name & Address _____

Copy to Hospital Officer _____

QUESTIONNAIRE FOR NEW PATIENT

NAME _____ NAME _____ SURNAME _____ AGE _____

NAT[illegible] _____ [illegible] _____ ADDRESS _____

DATE OF BIRTH _____ PLACE _____ SEX _____

HEIGHT _____ WEIGHT _____ BELT _____ ARTS _____ BACK _____

CHURCH _____ ASSOCIATION _____ [illegible] _____

MARITAL STATUS _____ CHILDREN _____ [illegible] _____

SELF _____ SPOUSE'S _____ OCCUPATION _____

[illegible] _____ PROPERTY _____

. . . . . .

MOTHER'S NAME _____ ADDRESS _____

FATHER'S NAME _____ ADDRESS _____

BROTHER'S NAME _____ ADDRESS _____

FAMILY'S HOMEPLACE _____ [illegible] _____

. . . . . .

[illegible] _____

. . . . . .

[illegible] _____ [illegible] _____ [illegible] _____

[illegible] _____ [illegible] _____

[illegible] _____ DATE OF [illegible] _____

[illegible] _____ [illegible] _____

[illegible] _____ [illegible] _____ DATE OF [illegible] _____

[illegible] _____

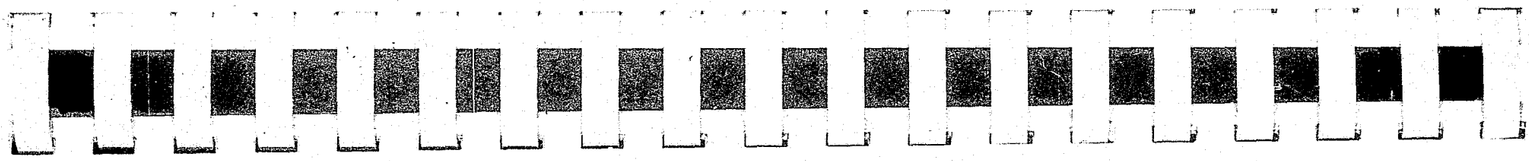
[illegible] _____

[illegible] _____ [illegible] _____ [illegible] _____

[illegible] _____

B

c



CONTINUED

1 OF 3

VS-202-1962

STATE OF MAINE
APPLICATION FOR VERIFICATION OF MARRIAGE
(Confidential)

DEPARTMENT OF HEALTH AND WELFARE
OFFICE OF VITAL STATISTICS
STATE HOUSE
AUGUSTA, MAINE

This form should be sent to this address

Date:_____

Agency: Use this form for one name only. Print or type your data in the column indicated. Differences, if any, will be entered in column for Office of Vital Statistics use.

THIS COLUMN FOR AGENCY USE		FOR OFFICE OF VITAL STATISTICS USE
1. Full name of groom		
2. Age	3. No. of marriage	
4. Residence of groom		
5. Full name of bride		
6. Age	7. No. of marriage	
8. Residence of bride		
9. Date of marriage		
10. Place of marriage		

Date of Filing	State file No.	Verified by	Date

Print or type name and address of agency to which this verification is to be sent

Letter pertaining to a "Charge Pending"

STATE OF MAINE
Maine State Prison
THOMASTON, MAINE 04861
354-2535

5/20/75

CLERK OF COURTS
Penobscot County Courthouse
Bangor, Maine

Re: Dennis Clark, #14154
DOB: 4/5/54
In: Bangor, Maine

Dear Sir:

The above subject was received at this institution on 5/7/75, to serve a sentence of 1½ to 3 years for the crime of SALE OF CANNABIS, from the Penobscot County Court.

We understand that there is a Robbery charge pending on this man, if so, would you send us a copy or same?

Thank you for your cooperation in this matter.

Very truly yours,

GARRELL S. MULLANEY, WARDEN

By: _____
Harlan L. Sylvester
Classification Officer

HLS:cn

F

STATE OF MAINE

Maine State Prison

THOMASTON, MAINE 04861

354-2535

Gentlemen:

[illegible]

Inmate: [illegible] SSN: [illegible]

Institution: [illegible] [illegible]

Nickname: [illegible] [illegible]

Wife: [illegible] [illegible]

Date of Marriage:

Date of Divorce:

Children: [illegible] [illegible]

If any of the above is in error, please have the [illegible] correct information.

Thank you for your help in this matter.

[illegible]

[illegible]

[illegible]

[illegible]

Dear

As you no doubt know, your _____ has been committed to this institution with a sentence of _____ for the crime of _____. He will be eligible for Parole on _____ and Discharge on _____.

We want to assure you that _____ will receive proper food, clothing and medical attention. We will do everything possible to assist him to adjust himself to his present situation. You can be of great help to us in this by writing us an informal letter about him. Such a letter will assist us in preparing a satisfactory release plan for the consideration of the State Board of Parole. We are particularly interested in the topics contained in the attached sheet.

Of course, your reply to this letter will be treated as confidential. If there is any further information which you feel might be of assistance to him, please feel free to send it to us. A self-addressed, stamped envelope is enclosed with this letter for your convenience.

_____ will complete the quarantine period on _____.

He may receive visits after that date. A booklet concerning Regulations governing correspondence, visits, gifts and packages is enclosed with this letter for your convenience.

Very truly yours,

RICHARD C. OLIVER, WARDEN

By: _____
Marian L. Sylvester
Classification Officer

HLS:en

Encs: 3

Name _____

Please answer the following questions about your _____ to the best of your knowledge.

(Kin) parents: (Name - age, place of birth - current address)

Are parents currently divorced or separated?

Brothers and Sisters: (Name - age - place of birth - address)

(Kin) date and place of birth: _____

(Kin) early childhood: _____

(Kin) occupations: _____

(Kin) residences: _____

(Kin) schooling: _____

(Kin) Marital Status: _____

Wife's Name (if married): _____

Date of Marriage _____ Age: _____

Has your son/daughter ever been separated or divorced: _____

If so, when _____ For a number gleaned _____

Wife's present address: _____

Children (name, age, address): _____

The above need be main topics only. If you wish to add additional information, please feel free to write an informal letter.

VS-203-1962

STATE OF MAINE
APPLICATION FOR VERIFICATION OF DIVORCE
(Confidential)

DEPARTMENT OF HEALTH AND WELFARE
OFFICE OF VITAL STATISTICS
STATE HOUSE
AUGUSTA, MAINE

This form should be sent to this address

Date:_____

Agency: Use this form for one name only. Print or type your data in the column indicated. Differences, if any, will be entered in column for Office of Vital Statistics use.

THIS COLUMN FOR AGENCY USE		FOR OFFICE OF VITAL STATISTICS USE	
1. Libelant	2. Sex		
3. Residence of libelant			
4. Libelee			
5. Residence of libelee			
6. Date of marriage			
7. Date of divorce	8. County		
9. No. minor children	10. Custody to		

Verified by	Date

Print or type name and address of agency to which this verification is to be sent

STATE OF MAINE

Maine State Prison

THOMASTON, MAINE 04861

354-2535

NAME:

Subj:
Born:
In:
Mstr#:

Dear

The subject was recently committed to this institution.

We are trying to complete a social case history on him to be used in assigning him to work while he is here and also to prepare a satisfactory release program for the consideration of the State Board of Parole.

Your comments on this man's employment record while he was in your employ are respectfully requested to aid us in the necessary investigation. Your reply to this letter will be treated as confidential.

He states he was in your employ

For your convenience and guidance, we have listed the more pertinent topics of interest to us in the accompanying sheet.

Your cooperation in this matter will be greatly appreciated.

Very truly yours,

R. H. OLIVER, WARDEN

By: _____
Marian L. Sylvester
Classification Officer

REQUEST PERTAINING TO MILITARY RECORDS

Please read instructions on reverse. If more space needed, attach additional sheets.

DATE OF REQUEST

SECTION I—INFORMATION NEEDED TO LOCATE RECORDS *(Furnish as much information as possible)*

1. NAME USED DURING SERVICE | 2. SOCIAL SECURITY NO. | 3. DATE OF BIRTH | 4. PLACE OF BIRTH

For an effective records search it is important that ALL periods of service be shown below.

ACTIVE SERVICE—PAST AND PRESENT

5. BRANCH OF SERVICE *(Show the last organization if known)*	6. DATES OF ACTIVE DUTY Date Entered	Date Released	7. Check One Officer	Enlisted	8. SERVICE NUMBER DURING THIS PERIOD

RESERVE SERVICE—PAST AND PRESENT IF NONE, CHECK ☐ NONE

9. BRANCH OF SERVICE	10. DATES OF MEMBERSHIP Beginning Date	Ending Date	11. Check One Officer	Enlisted	12. SERVICE NUMBER DURING THIS PERIOD

NATIONAL GUARD MEMBERSHIP IF NONE, CHECK ☐ NONE

13. ARMY 14. AIR 15. State 16. ORGANIZATION	17. DATES OF MEMBERSHIP Beginning Date	Ending Date	18. Check One Officer	Enlisted	19. SERVICE NUMBER DURING THIS PERIOD

20. IS SERVICE PERSON DECEASED? ☐ NO ☐ YES *(If "Yes" enter date)* — DATE OF DEATH

21. IS (Was) INDIVIDUAL A MILITARY RETIREE OR FLEET RESERVIST? ☐ NO ☐ YES

SECTION II—REQUEST

1. EXPLAIN WHAT INFORMATION OR DOCUMENTS YOU NEED OR CHECK ITEMS 2 OR 3 BELOW

2. ☐ CHECK THIS BOX IF YOU NEED A STATEMENT OF SERVICE ONLY

3. LOST SEPARATION DOCUMENT REPLACEMENT REQUESTED *(Check One)*

☐ REPORT OF SEPARATION (DD Form 214 or equivalent) ISSUED IN _____ (Yr.) *(This contains information normally needed to determine eligibility for benefits. It may be furnished only to the veteran, his surviving next of kin, or to his representative with veteran's signed request authorization—Item 6.)*

☐ DISCHARGE CERTIFICATE ISSUED _____ (Yr.) *(This shows only date and character of discharge and is of little use in determining eligibility for benefits. It may be issued only to veterans discharged honorably or under honorable conditions, or, if deceased, to his survivors.)*

3A. HOW WAS SEPARATION DOCUMENT LOST

4. PURPOSE FOR WHICH INFORMATION OR DOCUMENTS ARE NEEDED *(Explain.)*

5. REQUESTER IS *(Check proper box)*
☐ PERSON IDENTIFIED IN PART I
☐ SURVIVING SPOUSE
☐ NEXT OF KIN *(Show relationship)*
☐ OTHER *(Specify)*

5A. SIGNATURE OF REQUESTER

6. RELEASE AUTHORIZATION IS REQUIRED *(Read instructions on reverse)*

I hereby authorize release of the requested information/documents to the addressee shown at right.

6A. SIGNATURE OF VETERAN *(If signed by someone other than veteran, complete 6B)*

6B. RELATIONSHIP TO VETERAN

7. REQUESTER *(Please type or print complete return address. Include ZIP code)*

STANDARD FORM 180 (REV. 1–75)
Prescribed by GSA
FPMR 101–11.410–7

STATE OF MAINE
Maine State Prison
THOMASTON, MAINE 04861
354-2535

STATE OF MAINE
Maine State Prison
THOMASTON, MAINE 04861
354-2535

Subject:
D.O.B:
SSN:
Offense:
Sentence:

Dear Sir:

The subject, who has reportedly been in the court system, is to your institution, was recently received here.

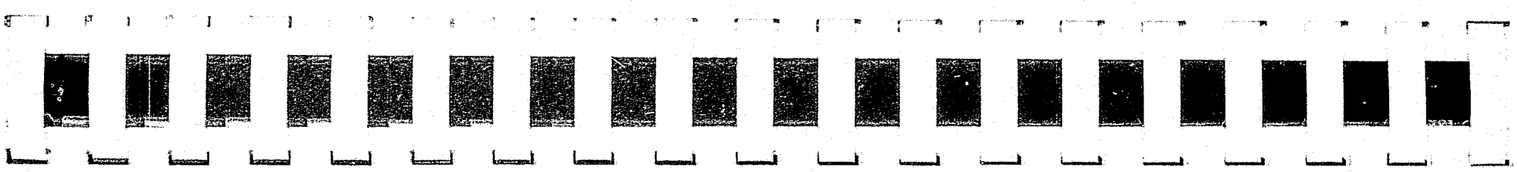
We would appreciate your filling in the history data requested on the enclosed form. If we may have a copy of your case history of subject, it would be appreciated. We thank you for your cooperation in this matter.

An extra copy of this form is enclosed for your records.

Very truly yours,

RICHARD W. GOODE, WARDEN

By:
Kevin M. Bolinger
Classification Officer



STATE OF MAINE

Maine State Prison

THOMASTON, MAINE 04861

354-2535

[illegible]:

[illegible]:
[illegible]:
[illegible]:

Dear

We understand that [illegible] is a former resident of your community. [illegible] for a sentence of [illegible] to the [illegible]

Information is needed to compile a complete social and criminal history of this man. We are therefore interested in his conduct while in your community, his accomplishment record, family relationships, [illegible] other information which you feel might give us an insight into his character and possible future behavior.

We would be most appreciative receiving your comments on this matter. Your reply will be treated as confidential.

Very truly yours,

[illegible] M. [illegible], WARDEN

By: [illegible]
Asst. Member of Staff

STATE OF MAINE

Maine State Prison

THOMASTON, MAINE 04861

354-2535

Dear [illegible]

[illegible] has applied for a job in this institution [illegible] consent of [illegible] parole [illegible]

We [illegible] office as [illegible] with this [illegible].

We are [illegible] employee [illegible] to be used for [illegible] for use by the Maine Board of [illegible].

We would appreciate [illegible] on this [illegible] giving him [illegible] information [illegible] will be treated as confidential.

In the event [illegible] information to abstract, will you please send the original [illegible]. We will [illegible] copy [illegible] in the [illegible].

Thank you for your cooperation [illegible].

[illegible]

[illegible]

[illegible]

Classification Officer

(pertaining to a letter to the Royal Canadian Mounted Police)

STATE OF MAINE
Maine State Prison
THOMASTON, MAINE 04861
354-2535

Date

Royal Canadian Mounted Police
Bureau of Identification
Ottawa, Ontario, Canada

Re:
DOB:
In:

Gentlemen:

The above named individual, a citizen of Canada, was recently committed to this institution with a sentence of _____years for the crime of_____.

We are attempting to work out a program for this man and would appreciate any assistance that you could give us in compiling a complete Social and Criminal Case History on him.

Very truly yours,

GARRELL S. MULLANEY, WARDEN

By:_____

Classification Officer

Mother:

Father:

Appendix - A - 13

MAINE STATE PRISON HOSPITAL

INMATE MEDICAL RECORD

NO. ..... NAME: .....

DATE	DIAGNOSIS	TREATMENT

CHAPTER VIII

VIII. Communication of Information. — No system which relies so heavily on information as this one does to achieve its ends can succeed unless information acquired is communicated to those who need it. It is not enough to follow an established routine or to respond to specific requests. [illegible] of the functions [illegible] information which might be [illegible] has not been requested. Such information should be conveyed without delay. Below is a table of foreseeable communication of such requirements.

[illegible] for Communication

From	To	Purpose
Admission officer	[illegible]	Action
	[illegible]	Immediate care and safety
	[illegible]	Immediate care
Intake interviewer	[illegible]	Action
	[illegible]	Immediate safety
Cottage	[illegible]	Action
	[illegible]	Immediate safety
Medical/dental team	[illegible]	Action
	[illegible]	Immediate safety

From	To	Purpose
Custody staff	Classification office	Jacket
	Medical staff	Medicine case
	Classification Committee	Evaluation input
Classification Office	Community (requests)	Will gains
		Verification of information
		Class. Comm. requests
		Treatment staff requests
	Classification committee	Evaluation input
		Court instructions on sentence
		Replies to requests
	Medical staff	Replies to requests
	Sheriff's Department Information Unit	Routine requirements
Community (Family, police, schools, employers, institutions)	Classification office	Response to requests
OS/Misc. interviews	Classification committee	Evaluation input (problems & program)
Classification office	Classification office	Contacts for information
	Treatment staff	Evaluation refinement
	Others	Evaluation & program
	Custody staff & supervisors	Risk assessment
	Classification office	Program design & eval.
	Treatment staff & supervisors	Program design
	Treatment staff & supervisors	Program evaluation
Probation/parole officers	Classification office	Furlough/work release performance
		Tracking information from community

IX. [illegible]

A. [illegible] -- The [illegible] state when [illegible] considered to be [illegible] [illegible] by the [illegible] and they are assigned for [illegible] protection. [illegible] [illegible] [illegible] [illegible] a given length of time, dependent upon the [illegible] of the offense(s) committed. The penalty for [illegible] [illegible] [illegible] [illegible]

which are not his primary needs. Such a difficulty may continue until the required treatment services are made available in his appropriate security setting, or until he is reclassified to a level which permits him to go where the needed module is available. However, no inmate's security classification will be reduced solely so he can have access to a particular treatment module.

Thus, an initial security classification, differentiates offenders according to eligibility for the least security facility deemed necessary. This designation, then, provides the staff and the offender, with the basis for options in consideration of programs and services available either inside the prison or at a more minimum security unit in the community.

B. Rating Scale -- A mathematical rating scale to assess escape risk potential involves twelve categories believed to have success in predicting this. This scale, in its developmental stage, has been influenced by scales used in California, in Minneapolis and in Maine which propose to predict success on parole. It has been influenced, too, by the MMPI and PSP scales used at Maine State Prison for initial problem identification for treatment purposes. It is also in debt to a scale used at Maine State Prison to predict success on furlough. The scale was designed so that a lifer could be classified as minimum security, whereas a man serving a one-year sentence could be classified as a maximum security risk. The categories that make up the scale counter-balance each other so that an extreme score in one category can be offset by low scores in the others. Conversely, a series of low scores can have the cumulative effect of totaling a maximum security risk status. Under each major heading, the interviewer will check the highest rating that applies. There are the twelve categories, each of which is explained in subsequent paragraphs:

1. Instant crime
2. Nature and circumstances of crime
3. Acceptance of responsibility for the crime
4. Length of sentence
5. Patterns of prior convictions
6. Average recency, seriousness, drug/alcohol problems
7. Level of family support
8. Ties to the community
9. Social isolation
10. Work/school involvement
11. Employment problems
12. Financial resources

1. Instant crime -- The crime for which a resident is sentenced is probably the single most important fact we know about him. At least, so far as his culpability is concerned. The statistics contained from the manner in which this scale is based indicate that the crimes listed are those which have been found to correlate with escape.

2. Nature and circumstances of the crime -- The dynamics surrounding the crime are helpful in determining a resident's escape potential. Such factors as premeditation, alcohol and resisting arrest are taken into consideration.

3. Responsibility for the crime -- It follows logically that residents who have first stated that they are responsible for their crimes will be more likely to live up to the responsibility of accepting the consequences for their actions and, therefore, be less likely to escape. There are those who maintain their innocence for the crime convicted for, in such instances, this category is scored on the basis of

whether or not his own acceptance the court action and the reality of serving out his sentence. For the purposes of escape risk assessment, included under "accepts no responsibility" are the "political prisoners", who blame their crimes on an unjust society.[7]

4. Length of sentence -- Generally speaking, the more time a man is sentenced to serve in prison, the more worth the risk of escape. In constructing this scale the decision was made that it is more desirable to err in the direction of being overly cautious. However, the lifer who has committed a crime of passion can, if he does not receive points in most of the other categories, be classified as a minimum security risk. In this category, as is true in using the scale generally, the highest appropriate score in a category is used in the overall rating - in this instance, where sentences are consecutive the time would be added; when two or more sentences are concurrent the longest sentence would determine the rating assigned.

5. Pattern of Prior Convictions -- The pattern of prior convictions is the pattern which the resident is likely to follow during his present sentence. A life-long offender can be rather easily identified as opposed to one who only occasionally gets involved with the Criminal Justice system.

6. Escape Record -- Probably the best predictor of escape is a history of escape. So, too, a pattern of running away from problem situations manifested by such things as truancy and AWOL can be more subtle predictors of more formalized escape attempts from prison, or from community programs. There will be those instances when this category discriminates against a resident who has, indeed, undergone an attitude change.

7. Brady, S.A., "The Political Prisoner Syndrome", Crime & Delinquency, Vol. 20, No. 2, April, 1974.

7. Lack of family support -- a resident who has strong family support is less likely to engage in behavior which would mean leaving his family behind. Conversely, one who has little or no family support does not have that implication to consider.

8. Roots in the community -- This category is not totally different from 7. The distinction here is simply that a resident who has a job, home, and affiliations in the community is less likely to escape. He has more support in the community to return to, and would not give these up by escaping. Conversely, residents who have no community ties do not risk losing them.

9. Social involvement -- Generally speaking, residents who are involved with people have an investment, and are less likely to give that up. Social involvement can be coordinated informally through friends or formally through organizations and programs. The crucial factor here is the degree of emotional involvement and commitment.

10. Job/school involvement -- Residents who show a history of work and/or school involvement have demonstrated motivation and investment which can be a good indicator of involvement and investment in the future.

11. Dependency problems -- Residents who are dependent on alcohol or drugs are more susceptible to the whims of others or daily stresses and, therefore, more likely to run away from problem situations.

12. Financial responsibility -- Residents who have financial investments are less likely to give them up whole, on the other hand, residents who have nothing have little to lose by running away.

C. Basic Criteria Matrix -- Following are the weights to be given each of the major criteria and the various degrees within those criteria. Descriptions in parenthesis are of crimes under the revised criminal code:

1. Instant Crime

a. Murder (Criminal homicide in the 1st, 2nd, or 3rd degree)	6
Kidnapping; criminal contempt	4
b. Manslaughter (criminal homicide in the 4th degree)	4
c. Manslaughter (criminal homicide in the 5th or 6th degree)	3
d. Rape (Sex offenses, Ch. 11, 17-A, MRSA)	4
e. Assault, Aggravated assault, Criminal threatening, Terrorizing	4
f. Armed Robbery (Robbery)	4
g. Burglary	1
h. Breaking and Entering (Burglary; criminal trespass).	1
i. Other	0

(If politically motivated crime, double score. If the present crime is not listed, the evaluators will relate the present crime to one of those listed.)

2. Nature and Circumstances of Crime

a. Evidence of complete disregard for well-being of victim	5
b. No evidence of mitigating circumstances	3
c. Well-being of others not jeopardized	0

3. Responsibility toward Crime

a. Accepts no responsibility	5
b. Accepts partial responsibility	3
c. Accepts full responsibility	0

4. Length of Sentence

a. 10 years or more	1
b. 7 - 9 years	2
c. 4 - 6 years	3
d. 1 - 3 years	4

5. Pattern of Prior Convictions

a. Convicted for previous crime against a person	10
b. Prior or more prior felonies	7
c. Prior or more prior misdemeanors or parole	4

6. Escape Record

a. Escape from a maximum security prison	3
b. Escape from any other correctional facility	2
c. Escape from State Hospital (Article 4.5 related to violent crime)	1
d. Unauthorized absence from reception (AWOL)	4
e. History of running away from home	2
f. Truancy in school	1
g. Dropout in school (disregard if GED or high school diploma obtained)	1

7. Level of Family Support

a. No family support	5
b. Questionable family support	4
c. Strong family support and involvement	0

8. Ports in the Community

a. Out of State and no family contact	5
b. In State and no family contact	5
c. Out of State with family contact	3
d. In State with family contact	0

9. [illegible]

a. [illegible] 3

b. [illegible] participation in organizations or [illegible] 4

c. [illegible] (Patriots, [illegible], etc.) 2

d. Actively participating and involved with [illegible] 0

10. [illegible]

a. [illegible] 8

b. [illegible] 2

c. [illegible] 0

11. [illegible]

a. [illegible], etc. 8

b. [illegible] 4

c. [illegible] 4

d. [illegible] 2

12. [illegible]

a. [illegible] 6

b. [illegible] 4

c. [illegible] 1

d. [illegible] 0

D. [illegible]

1. [illegible] the [illegible] resulting from the use of this scale is only [illegible] to the Classification Committee in arriving at a security classification. The Committee should rely heavily on it in the [illegible], especially if the [illegible] was not previously known to them or to the Classification Office. In addition,

these [illegible] which

any [illegible] Risk Assessment

Scale; [illegible] consequences of

the individual, and, [illegible] potential of

escape (as [illegible]) [illegible]

[illegible] Also, the

behavior [illegible]

[illegible] escape or

the gravity of [illegible] in

[illegible]

[illegible]

[illegible] this writer

[illegible]

the [illegible] officer's

[illegible] indications

[illegible] custody status,

and [illegible] minimum security

status.

These modifications [illegible] by the Classification Committee. [illegible] depart from the factors [illegible].

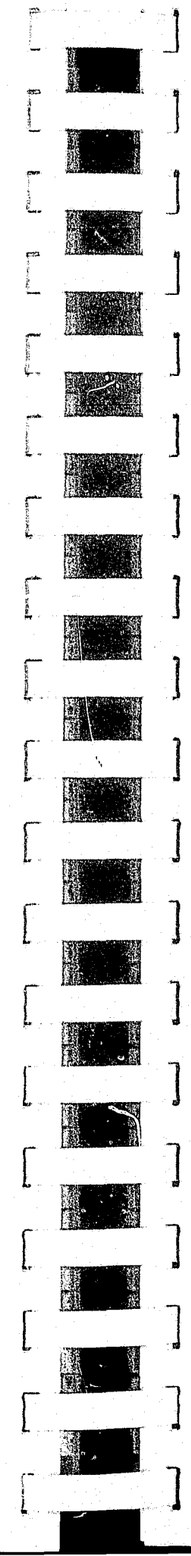
2. [illegible] indicates maximum security. [illegible] of 10 years [illegible] of escape.

3. Medium [illegible] indicates medium security.

4. Minimum [illegible] below [illegible] indicates minimum security.

F. [illegible] -- After the initial classification, the [illegible] will be [illegible] to ascertain if [illegible] be accorded more [illegible] [illegible] (these may include trustee status, [illegible] or transfer to more [illegible] security units). Along with the [illegible] classification will include consideration of the [illegible], the number of disciplinary violations (if any) and [illegible] program evaluations. Reclassification may be [illegible], in the case of a man whose conduct has generally been [illegible], [illegible] be modified to a more maximum security [illegible].

G. [illegible] -- [illegible] has been accomplished, the [illegible] will [illegible] [illegible] if necessary.



[illegible]

[illegible]

[illegible]

[illegible]

[illegible] housing. [illegible] and residence [illegible]

[illegible]

[illegible] will have accessible from the Regular Special [illegible], with the Classification Office, information on inmate housing [illegible]. It will make living assignments such as much concern for inmate and institution needs as possible.

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

XIII. [illegible]

A. [illegible]

[illegible]

[illegible]

[illegible]

B. [illegible]

[illegible]

programs [illegible] given due weight [illegible] judge of the deficiencies [illegible] The Classification Committee [illegible] their judgments based upon programming [illegible] The results at Maine State Prison [illegible] prescribed programs, however.

[illegible] treatment program at Maine State Prison [illegible] required to participate in [illegible]

[illegible] -- The selection will [illegible] Bureau of Classification [illegible] admit the [illegible] will be assumed that [illegible] conditions of confinement [illegible] at the same time as [illegible] other conditions being equal. The [illegible] and conduct, [illegible] will be advised, however, [illegible] Each will [illegible] transfers [illegible] and that [illegible] to [illegible] will also be advised that the [illegible] program involvement may be at the time.

C. [illegible] classification results from following [illegible] which are detailed here.

1. [illegible] -- The first information used is that prepared by [illegible] Information Offices and the Classification Offices, as well as information

[illegible]

[illegible] Environmental Defense Fund (EDF) and the National Resources Defense Council (NRDC).

[illegible]

[illegible]

[illegible] Regulatory Reform (CRR), a coalition [illegible] and predictions of the economic effects [illegible] Washington, D.C. [illegible] Department of Labor, [illegible]

[illegible], the [illegible] [illegible] for planning [illegible]

[illegible] of recidivism.

[illegible] have been found to [illegible]

[illegible]

[illegible] areas of weakness [illegible]

[illegible] of personal [illegible]

[illegible] individual [illegible]

[illegible]

[illegible] classification for [illegible] through [illegible] The use is [illegible]

CONTINUED

2 OF 3

[illegible] the interviews were [illegible]

[illegible] by the SS, [illegible] the inmates

shown in the [illegible] in the process of

[illegible] on while

[illegible] the [illegible] would be

[illegible].

[illegible] obtained from

the [illegible] and programming,

the interviewer [illegible] individuals.

[illegible] given to the [illegible]

[illegible] have been

[illegible],

[illegible] provided by the

[illegible].

(c) [illegible] reading, from the

[illegible] as follows:

(i) [illegible] the inmates about

[illegible].

(ii) [illegible]

[illegible].

(iii) [illegible] this interview.

This report [illegible] kinds of informations:

(A) [illegible] given to the

[illegible] used to

[illegible].

(B) [illegible].

[illegible]

[illegible]

[illegible]

[illegible]

[illegible] the basis of the [illegible] the inmate's [illegible] counsel.

[illegible]

[illegible] specific [illegible]

[illegible] planning.

[illegible] and [illegible]

[illegible]

[illegible] of a recent board [illegible] the Classification Committee:

XIV. Program [illegible]

A. [illegible] -- [illegible] Planning System includes the system for [illegible] Program Classification [illegible] Program Classification [illegible] program. The overall program is designed so that the process of [illegible] planning, [illegible] and later, program monitoring [illegible] the purpose of contributing to the [illegible] will make a successful adjustment to society, [illegible]. Ideally, [illegible] involved in the program [illegible] the [illegible] planning process: a meeting [illegible] Planning committee member (henceforth, referred [illegible] Committee [illegible]) [illegible] program proposal, and a meeting with the Classification Committee (hereafter referred to as Committee), [illegible] and either accepted, modified or rejected. [illegible] process, and in the [illegible] articulate his own goals, [illegible] to persuading them, negotiate in an open forum, [illegible] the [illegible] to be recommended by the Classification Committee [illegible] at the decision making point along the way [illegible] of the goal.

B. [illegible] -- The decision as to whether the [illegible] for the program is made during an initial meeting with a Committee member, and is subject to approval by the Committee. Question [illegible] at the discretion of the Chairman of the Committee whether each Committee member will meet with some portion

of the [illegible] and tracking [illegible] will perform this function [illegible] exactly [illegible]

1. [illegible] -- The committee member does two things [illegible] with the inmate:

a. [illegible] following background information:

(1) [illegible] offense information

(2) [illegible] from the psychological file, if there is one.

(3) [illegible] Information Survey and Report (MDIS/ISR) [illegible] report.

(4) [illegible] reports.

(5) [illegible] information.

b. [illegible] the scoring of a behavioral program [illegible]

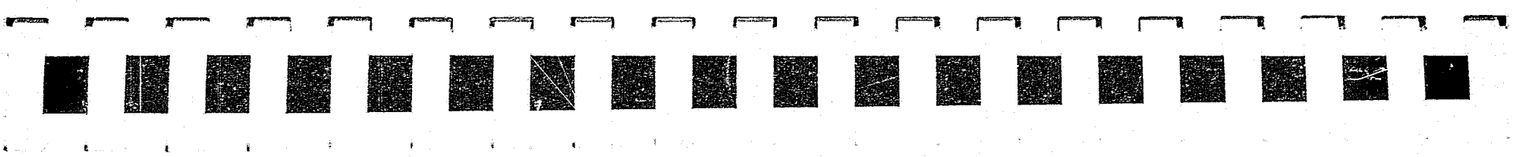
2. [illegible] -- There are potentially three parts to the [illegible] the Committee member decides whether or not he [illegible] should be involved in an individualized program.

a. [illegible] -- The inmate is asked to put his life into [illegible]. How does he see his life now; how does he view his future. What does he see in his future? More specifically:

(1) Why does he think he committed the crime for which he is incarcerated?

(2) Does he think that he is ready to stop committing crime?

(3) What does he see himself doing when he gets out? In ten years?



[illegible] sequence, as [illegible] be carried out by [illegible] programs, the Committee will [illegible] appropriate.

[illegible] justification for its answer will be given in this response [illegible] answer which are [illegible] will take into consideration [illegible] relationship between institutional [illegible] program components in the [illegible] capacity should follow a [illegible] as as possible.

[illegible] which the intended objectives are to [illegible]

[illegible] terms in which the objectives and goals are to be [illegible] to establish harmony between the inmate and the social [illegible] environment.

b. Plan [illegible]

[illegible] the program proposed will [illegible] program [illegible] which is the Overland Program [illegible] (Pre Release Aftercare). All inmates [illegible] to one of six treatment categories, depending on their [illegible] characteristics such that they can be [illegible] by community agencies. The block of [illegible] which each inmate will enjoy with the [illegible] program [illegible] be identified and [illegible] which [illegible] will be better [illegible] the community. The treatment categories are:

[illegible]

[illegible] reading

[illegible]

[illegible]

[illegible] development

[illegible]

[illegible] Referrals and Escorted [illegible] to the providers of these services [illegible] These forms will be sent and immediately [illegible] to begin as soon as possible. Programs [illegible] in the future, will be scheduled, so that referral can be made at the appropriate time.

c. [illegible] Factors in Relation to Participation in the Program -- After the interview the Committee member will prepare a report along guidelines designed to establish criteria for working with an inmate in the Program, to predict success in the Program, and to accumulate data for the Program evaluation. The report will include,

(1) The inmate's reasons for being in the program,

(2) The inmate's maturity in terms of personality dynamics relevant to completing the Program successfully.[14]

(a) How realistic is his appraisal of himself and the world?

(b) What are his perceptions of his own competence?

(c) What are his perceptions of his ability to make choices?

(d) How is his mode of dealing with issues of power?

(1) Does he have interpersonal power?

(2) Does he cooperate when told what to do?

(3) Should he be given responsibility for all decisions in life or under what circumstances should he be given without [illegible] to make choices?

7. Justification for the proposed Program -- This will be a statement of the purpose of the proposed Program and a justification for the components in it.

8. Alternative proposed plans -- In the event that the proposed plan is not possible, consideration is given other possible ways of working towards the desired goal.

14. These dimensions are used in the initial minimum planning interview between a client and the Kennebec County Community Justice Project.

[illegible] have [illegible] been [illegible], and have been found to be [illegible] major [illegible]; the first [illegible]

a. [illegible] of interpersonal relationships -- This indicates [illegible] ability to maintain relationships over time.

b. [illegible] -- This is usually the percentage of time [illegible] prior to the latest arrest. It is indicative of the ability to maintain goal-oriented activities.

c. [illegible] and the relationship to criminal [illegible] -- [illegible] the offense and the use of [illegible] relative powerlessness of the individual, [illegible] the individual the more apt he is to present [illegible] which frequently leads to [illegible] goals for him. He [illegible] by not accepting the goals set by others, [illegible] but, at the same time, he is [illegible] he maintains his integrity by not [illegible]

d. Age of first offense and frequency of offenses -- This [illegible] available to the [illegible] involved in a life of crime at any early age [illegible] learned other, productive, ways of dealing with [illegible]

6. Appointment [illegible] Inmate's Program -- Within two weeks of the meeting with the [illegible] member, the inmate meets with the Classification Committee for the purpose of negotiating his Program proposal.

7. [illegible] -- After meeting with the Classification Committee member, the inmate is responsible for making contact with the [illegible] at the institution who are

[illegible] as
objectives in the [illegible] program proposal. The Classification
Committee will [illegible] the program [illegible] and enrollment
forms. The [illegible] service provider will negotiate the
[illegible] in this program elements contingent
upon approval by the Classification Committee and the time-frame
in which [illegible] will take place. The service provider will report
the [illegible] to the Classification Committee.
The members of the [illegible] committee will receive the inmate's
Program proposal [illegible] the Classification Committee member's report of the
meeting and the [illegible] of [illegible] and each prior
to the [illegible] deadline. This will provide
the Committee members [illegible] time to review the proposed
program [illegible] of the information, from the
[illegible] made up to this
[illegible] program [illegible], to formulate
[illegible] during the organizational meeting
with the inmate.

3. [illegible] The Committee reviews the proposal.
Each point of the [illegible] program proposal is considered. Each point
in the program [illegible] proposal
made by the inmate [illegible]. In addition, the
specific [illegible] a point in
[illegible] program. During this
negotiation [illegible] are made or recorded on the
program [illegible].

4. [illegible] Program Process -- When
all parties are in agreement, following the meeting, the Program
Agreement are [illegible] the inmate's individualized
[illegible]

[illegible] Constitution [illegible] (See [illegible]).

[illegible] -- If it happens that [illegible] proposed plan, the [illegible] program. It will [illegible] eligible for [illegible] to the invitation.

[illegible]

VI. [illegible]

A. [illegible] any system [illegible] the specific out- [illegible] building [illegible] program [illegible] most effect in [illegible] field and [illegible] to [illegible] determine the [illegible]

B. [illegible] inmate [illegible] enrolled in a [illegible] participation in these programs [illegible]

C. [illegible] -- [illegible] send a [illegible] He [illegible]

D. [illegible] -- When an inmate [illegible] his [illegible] of parti- cipation in the program, [illegible] a Program Enrollment [illegible] the terms of program [illegible] The staff member [illegible] Program Enrollment, [illegible] week after the inmate has been participating in the program, at that time to comment on whether the inmate has been in attendance and on his

[illegible] .

[illegible] **[illegible] Service Provider Decision** - These [illegible] of Program Progress - See Enclosure B [illegible] the trainee's participation along [illegible] indicators of motivation, [illegible] that the service providers [illegible] objective behavior [illegible] service provider will be [illegible] making [illegible]

[illegible] **[illegible] Progress** - The ratings [illegible] Enclosure B should be based upon specific [illegible]

Motivation

(1) [illegible] absence [illegible] provider.

[illegible]

Dependability

(5) This [illegible] following indicates [illegible] related to the [illegible] job.

[illegible]

[illegible] will be possible [illegible] classification [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible] in advance of the [illegible] a guide for the

[illegible]

[illegible] of a community [illegible] with a [illegible] officer, [illegible] participating in [illegible] the [illegible] part of the [illegible] reports, which will [illegible]. [illegible] loads, indication [illegible] and, if [illegible] successfully [illegible] with a [illegible] unless he [illegible] project is in [illegible].

[illegible] for one year --

[illegible] into the [illegible] a protective [illegible] during the [illegible] with his [illegible]. This will [illegible].

[illegible] successful completion [illegible] the Program is [illegible] on the Program [illegible] Program [illegible].

[illegible] may arise in [illegible], either owing to

[illegible] participation, [illegible] to the attention [illegible]

[illegible]

[illegible] agreement.

[illegible] Program Agreement [illegible] (Attachment B) [illegible]

(Enclosure A)

PROGRAM ENROLLMENT

_____ was asked to attend enrollment in a program provided by this department. Yes ____ No ____

We agreed that he/she [ ] would not [ ] be enrolled at this time.

If enrollment in a program is agreeable, name specific program, dates of enrollment, and any areas of program participation:

_____

_____

_____

_____

If enrollment in a program is not agreeable, state why: _____

_____

_____

_____

_____

Comments:

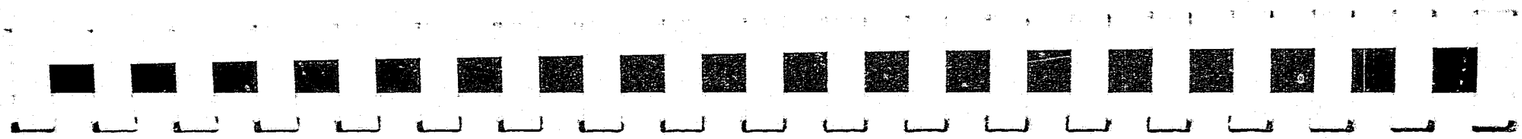
_____
Service Provider

_____
Date

[illegible]

[illegible] complete, in the [illegible]

[illegible]



XVI. Treatment Resources Inventory

A. Need -- For inmates who seem to be able to benefit from treatment, problem identification procedures should suggest types of treatment interventions which might be indicated. The problem categories making up the Community Adjustment Survey (CDS/MBR) serve, at Maine State Prison, the function of a "typology" for existing problems to treatment correspondingly. The Classification Committee must have at hand an inventory of treatment resources available to incorporate in program design. Following is a listing of treatment resources keyed to problem areas identified in terms of CDS/MBR items. Treatment needs fall into three categories:

1. Those resources available in the Prison.
2. Those available outside the Prison.
3. Those not available for which a significant need exists.

B. Presentation -- The following presentation of treatment resources shows what the CDS/MBR information is, what the Prison staff channel to the inmate is, and what the resource is. It also shows whether the needed resource exists and, if it does, where it is located.

Problem Category	Social Worker	[illegible]		
Interpersonal Relationships		Available in Office	Available Elsewhere	Not available but needed
1.0 Problem Areas 1.1 Friends 1.2 Relatives 1.3 Parents 1.4 Wife or equivalent 1.5 Children 1.6 Peer	Parole Officer	Counseling		Assistance Mobilize 1. Game Skills 2. Hearing Listening Skills 3. Self-esteem building 4. Assertiveness training 5. Relaxation training 6. Leisure activity 7. Job-seeking skills 8. Moral development
2.0 Problem Areas 2.9 Fighting 2.10 Verbal Aggressiveness 2.11 Maladaptive Associations	Social Worker	Counseling and discussion of personal problems		

Building, Equipment, and Furniture for the Community	[illegible]	[illegible]	[illegible]	[illegible]
4. Population Service				
5. Health and Sanitation	[illegible]	[illegible]		
6. Education				
7. Church	[illegible]	[illegible]		
8. Other organizations (Specify)	[illegible]	[illegible]		

Problem Cancer 12

Medical

Mark Problem Item

12 Response to Medical Care Problem

Not Available but needed

CONTINUED

3 OF 4

A. [illegible] tigation prepared by [illegible] should be compatible with that is done by the [illegible] committee in that both should use the same [illegible] of information and use the same criteria in assessing the effective [illegible] and the risk category. It is expected that [illegible] data on other than first offenders [illegible] reports in those cases.

[illegible]

[illegible]

of such petitions.

4. [illegible] the purposes the [illegible] persons. At least one of the [illegible] program design, a [illegible] of [illegible] the process of correctional program development [illegible] especially in the [illegible] particular case.

5. Testimony -- the rule extended [illegible] to emphasize verification of [illegible] offenders [illegible] rehabilitation [illegible] and a [illegible] offender [illegible] to comply with the [illegible] will [illegible] the [illegible] of [illegible].

6. [illegible] that a proper consideration [illegible] degree to [illegible] "[illegible]" [illegible] the [illegible] of this [illegible] are worked [illegible] to [illegible] to such [illegible].

7. [illegible] of the [illegible] of [illegible] which [illegible] before [illegible] to the following [illegible].

---

17. M.R.S.A., 17-A, [illegible]

18. M.R.S.A., 17-A, [illegible]

19. M.R.S.A., 17-A, [illegible]

[illegible]

3. Characteristics, Programs -- Usually parole officers are involved in programs concerned with offender a client's change-of-status. [illegible]

a. [illegible] case histories.

b. [illegible] operating documents.

c. [illegible] applications.

d. [illegible] program assignments.

Information must also [illegible] in the Institution's classification record.

are classified in the community non-prison. This procedure has the advantage of immediate access to information in the client's home community and assure identification of problems whose solution requires intervention in the client's environment.

A release of information by the client must be executed before any information can be provided to other agencies by a Community Justice Project.

2. Techniques of problem identification -- Varying techniques of problem identification, with resulting different offender typologies, must be expected. Any adverse effects of such differences may be best minimized through good liaison. (See Section IV.)

3. Treatment concept design -- Treatment procedures for a client's problem should not be so different, as between an institution and a community justice element, that the client would be harmed should he move from one activity to another.

4. Services to incarcerated families -- Community Justice type programs provide services in the community to the families of incarcerated offenders. Such services as are provided must be part of each prisoner's designed program. Treatment involving intervention in the environment (e.g. with an inmate's family) may be carried out, through liaison, concurrent with incarceration.

5. Client acceptance by CJP -- Community Justice projects will accept certain clients from institutions. Liaison is necessary before transfer to ascertain whether treatment resources needed are available through the community justice project.

6. Tracking assistance -- CJP's will be expected to provide information to the tracking institution.

F. Department of Mental Health and Corrections Management Information Program --

1. Input to bank -- The data bank levies requirements for information on the collection system of classification. Liaison ensures that such information is provided and that quality is controlled.

2. Program evaluation -- The data bank will be able to provide statistical summaries useful in evaluating treatment program effectiveness, but it is necessary that requirements and the form for such requirements be sent to the data bank long enough in advance so that such information can be routinely collected. The management information bank is also expected to include information on individual offenders within the criminal justice system, which will allow quick access to client performance and risk.

XVIII. Evaluation of this Program

A. Limitations: The ideal application of this classification, measment and tracking system would [illegible] lead to further quantification of satisfaction or productivity. [illegible] method is too complex for the resources now available, and [illegible] the DOD and G definition of [illegible] for the life span of this project or for some time in the future. The guidance provided by the CJS and G for measurement[21] is lacking and [illegible] has been used in SMET. "Surveying review" cannot be done for the reasons stated above. Of the criteria given for "program [illegible]" (comparison of program elements to "[illegible]" and "[illegible]") [illegible] which will take a long time to demonstrate. Indicators [illegible] measurement will take some time to [illegible]. [illegible] the tracking methods described in Section IV. Optional [illegible] (achievement of baseline goals) seem useful in the short run.

B. Tracking of Change: [illegible] evaluation of this project over the [illegible] program [illegible] (effect and performance), searching as soon as the project [illegible] being used as Rules Force Policy. The [illegible] information indicators [illegible] might be used as some as evidence of program [illegible] as efficiency and as management tools appear.

C. [illegible] of the audit program [illegible] relative to the measurements for this project [illegible] Most of these measurements are merely anecdotal observations of an operational condition

20. Corrections, p. [illegible]

21. Corrections, p. [illegible]

[illegible] [illegible] are [illegible] of regular efforts still [illegible] [illegible] The [illegible] of the use of the performance [illegible] [illegible] in Section I. These are developed in paragraph E. below.

D. Performance [illegible] - [illegible] measurement of effort are to be [illegible] for [illegible]:

1. Number of [illegible] - A numerical measurement of [illegible] [illegible] - Quarterly.

2. Number of [illegible] - A numerical measurement of [illegible] [illegible] program [illegible] - Quarterly report.

3. Number of [illegible] - A numerical measurement of [illegible] [illegible] and [illegible] - Quarterly.

4. Number of [illegible] - A numerical measurement of [illegible] [illegible] - Quarterly.

5. Number of [illegible] - A numerical measurement of [illegible] [illegible] - Quarterly.

6. Number of [illegible] - A numerical measurement of [illegible] [illegible] - See also paragraph E.1. below. Quarterly.

7. Number of [illegible] - Same as 2.

8. Number of [illegible] - Same as 3.

9. Number of [illegible] - A numerical measurement of [illegible] of the Human Personnel and Training Office in supporting the system by [illegible] information from outside the [illegible]. Quarterly.

10. Number of [illegible] - A numerical measurement of staff communication [illegible] in support of the system. (See Section XVII.) Quarterly.

B. [illegible] current [illegible] to the [illegible] stated in [illegible]. All eight of the stated goals can be [illegible] following order [illegible]

1. Stability of the system -- The revised classification, treatment and tracking system is in use and functioning acceptably at [illegible] has been [illegible] each of the major [illegible]

2. [illegible] only [illegible] a new [illegible] can be made [illegible]

3. [illegible] of the [illegible] of the classification, treatment and classification system [illegible] which [illegible] value to the offender [illegible] As interim measurements [illegible] subjective [illegible] there is not [illegible] Every effort has been made throughout this classification system to [illegible] and objectify the criteria upon which judgments are to be made. In the present stage we are not equipped to quantify all the criteria. The following, sub-

community programs which receive clients from the institution can be used to evaluate the criteria used to decide to put institution clients in those programs. All reports will be labelled positive or negative, according to judgment of the preponderance of positive or negative elements in them. In the future, annual follow-up interviews, using the EDS/MER scale will indicate program success, by comparing a program participant's adaptation to the community prior to incarceration with his adaptation after release. (See Section XV)

5. Industrial production -- Change in annual industrial production in terms of product value in Maine State Prison may be an index of attitude change or improved skills resulting from program involvement. Here too, care may be asked of interpretation.

6. Success in petitions for resentencing -- The percentage of favorable judicial actions on petitions for reduction of sentence can be used to evaluate the effectiveness of information collecting procedures, as well as problem identification and assessment procedures.

V. Administration -- Each institution must make arrangements to collect the statistical material necessary to make the measurements indicated in this section. Each institution must also decide who is to make the judgments which may be required. A summary report and evaluation form will be designed for approval by the Bureau of Corrections.

END