

**FLORIDA  
DEPARTMENT OF CORRECTIONS**

LOUIE L. WAINWRIGHT, SECRETARY

**Research  
Report**



**Bureau of Planning,  
Research & Statistics**

*62702*



NCJRS

OCT 1 1979

ACQUISITIONS

X DEVELOPMENT OF AN INMATE CLASSIFICATION SYSTEM

FOR

T THE FLORIDA DEPARTMENT OF CORRECTIONS

JANUARY 1979

DEVELOPMENT OF AN INMATE CLASSIFICATION SYSTEM

FOR

THE FLORIDA DEPARTMENT OF CORRECTIONS

PURPOSE:

The Florida State Legislature has directed the Department of Corrections, through Proviso Language attached to the FY 1978-79 budget, to:

"...review and document the security classification of inmates as to the criteria for each classification and number of inmates in each classification and present an institutional plan to provide adequate security for these inmates."

In response to this directive the Bureau of Planning, Research and Statistics and the Adult Services Program Office were assigned the responsibility of examining the current system of inmate classification and publishing criteria currently used by the Department. To assist in this effort, a Task Force on Inmate Classification was organized consisting of Superintendents, Assistant Superintendents, Classification Specialists, and staff of the Central Office who were involved with, and who possessed a thorough knowledge of, the classification process.

This report presents a new system for determining custody status of inmates committed to the Department of Corrections. The scheme presented herein is not revolutionary insofar as it merely formalizes time-tested concepts and sound practices that are currently in use by the Departments' highly professional classification staff. However, with the adoption of the proposed system, it is anticipated that

there will be worthwhile improvement in operation and administration of the existing classification system. The proposed system offers certain advantages over current classification methods and practices used by the Department. These advantages include:

- Increased uniformity and consistency of the inmate classification decision within all Department of Corrections facilities. The proposed system is intended to allow the classification decision to be made according to standard criteria, uniformly weighted. This should increase the objectivity of such decisions, and places classification staff in the more appropriate role of monitoring and evaluating inmate performance, leaving the consequences of poor institutional behavior as the rightful responsibility of the inmate;
- Ability to subject the criteria currently used in the classification system to critical scientific analysis to determine its significance and predictive validity. It cannot be currently established using empirical methods, that factors commonly used to make classification decisions are valid and/or appropriate. The proposed system presents the opportunity to uniformly collect relevant data and establish statistically significant relationships among classification variables;
- Increased efficiency and reliability of the classification process. It is estimated that completing the classification decision using the proposed criteria should take no longer than an average of 10 minutes per case. Tests have been

made randomly by classification staff on a number of offender records that indicate that the decisions that results from the use of the standard criteria are compatible with decisions made under current methods in all but extremely unusual cases;

- Improved documentation of the classification decision.

The proposed system allows the rapid identification of significant reasons for classification decisions, making unnecessary much of the narrative that characterizes the current classification system. Such documentation will enhance analysis and improve the support of management decisions in the area of requirements for fixed capital expenditure, inmate treatment programs, and security and staffing requirements;

- Improved opportunities for decision feedback necessary for classification system evaluation. The proposed system will allow the sharing of classification information, to provide those responsible for the classification decision with feedback, both positive and negative, relative to the results of decisions made;

- Ability to incorporate new criteria and professional staff input. The proposed system is designed to change with the changing needs of the inmate population and with emerging knowledge and understanding of the classification process. The system encourages classification staff to use sound professional judgement in making classification decisions based upon

training and experience and is designed to be responsive to staff input; and

- Maintenance of a system of classification that is responsive to individual inmate characteristics and needs. While developing a uniform method of classification, the Task Force has structured a simple scheme of weighted elements that incorporates over 1000 unique combinations of case characteristics in recognition of the uniqueness of individuals requiring classification. This insures that the proposed system is capable of addressing individual need and able to respond to new treatment programs as they are developed.

#### SIGNIFICANT PROBLEMS IDENTIFIED WITH CURRENT CLASSIFICATION PRACTICES

The initial efforts to document criteria currently used by classification teams within the Florida correctional system led to the identification of several problems attendant to the current system of classification:

- There is currently a broad range of subjective and informal criteria used by those responsible for the classification of inmates;
- Each individual involved in the classification process has internalized his own set of significant variables, has established the relative importance of each of these variables according to his own value scale, and applies these standards in the classification decision on a case-by-case basis;

- Since the values held by each decision-making individual are essentially unique, the validity of the classification decision depends upon the relative training and experience of each officer, the amount of feedback and reinforcement (both positive and negative) that he receives regarding the results of classification decisions he had made, the quality and quantity of pertinent offender data, and others;
- The quality and quantity of the offender data (case, criminal history, personal and family background, etc.) that is available to classification teams at the time of the classification decision is frequently less than adequate. It is often incomplete, some of it of questionable relevance, and much is subject to broad interpretation due to its predominately narrative format;
- There are no specific guidelines given to Parole and Probation Services field staff regarding collection of offender background data that is determined to be significant to the classification decision. Much of the offender data currently used by classification teams is obtained from Pre-Sentence or Post-Sentence Investigation (PSI) Reports prepared by the Parole and Probation Services field staff. Those instructions currently provided for preparation of the PSI Reports are somewhat vague and open to individual interpretation. There is also considerable question as to the relevance of much of the data now captured to the decision-making processes of the criminal justice system.

- Without specific and objective guidelines, responses incorporated on the PSI Report are not likely to be of sufficient quality and reliability to be used in empirically valid statistical analysis. As an example, the person preparing the "Social History", "Family" section of the PSI report may interpret "significant strengths or weaknesses" as chronic unemployment by the head of the household, chronic alcoholism, recent divorce or separation, etc: He may report "significant criminal record by other family members" only if there is more than one crime committed within the past six months, and of the same type as that committed by the offender under investigation. Other officers preparing this report may interpret the meaning and intent of this section by other values, totally ignoring these factors. If analysis is made using this data to determine if crime by members of the immediate family has some relationship to the behavior of the offender in prison or under community supervision, the absence of an entry in this section can reflect either no crimes or no crimes reported. Therefore, the results of such analysis are of questionable validity.
- Much of existing offender data, in narrative form, is not sufficient for analysis to determine which of the currently-used subjective and informal criteria is valid for classification decision-making, and is of questionable content for reasons stated above;



- Overcrowding of major institutions that has been experienced by the Department over the past five years may have forced the compromise of custody assignment in order to make use of available bed space. There have been instances when custody grades have been reduced in order to facilitate movement of offenders to reduced custody institutions;
- There is currently no Department-wide uniform application of relative custody assignments that may be used in all D.C. facilities. As an example, a custody grade of "close" at DeSoto, in some cases, may be roughly equivalent to "medium" at Florida State Prison. Furthermore, as more inmates are admitted for offenses involving increasing levels of violence, and sentenced to longer periods of confinement, the relative level of risk associated with a typical inmate population at a close custody institution increases dramatically. As beds required to handle these inmates become more and more limited (because the rate of release for these offenders is slower than for those on lesser offenses serving shorter sentences), there is pressure on the system to move the "least worse" of the close custody population into less expensive, higher turnover medium/minimum security facilities that were not originally designed to accommodate these inmates;
- When the Department requests additional close custody facilities, costing more to construct and operate than

lower custody institutions, it is difficult at this time for the Department to justify the need for such close custody facilities based upon specific characteristics of the offender population to be housed; and

- No classification scheme or criteria known to the Department was likely to invoke sufficient confidence from the institutional staffs to be accepted and implemented.

### Assumptions and Objectives

Based upon these conclusions, it became necessary for the Department to undertake the identification of a standard set of classification criteria and incorporate this criteria into a system of classification that could be effectively and efficiently used by institutional staff.

Several assumptions were basic to the course of action proposed to meet the legislative mandate:

- The existing system of inmate classification, though informal and non-uniform, does work and is essentially self-correcting. The Department does effectively maintain a large inmate population with a minimal rate of escape and assault and not an inordinate number of disciplinary incidents (of course it is the desire of the Management of the Department to continually seek ways to reduce current levels of all such events). With all of its faults, the current system is based upon the best judgement of trained and experienced professionals and reflects state-of-the-art

correctional practices that have evolved over many years. When it is determined that a practice of reducing custody of certain individuals increases the risk of escape or increases assaults, the practice is modified.

- The emphasis on individual diagnosis and treatment of the offender that is a primary characteristic of the current classification system is necessary and should not be eliminated.
- The development of standard criteria and procedures should not preclude the judgement and experience of skilled professionals from the decision-making process.

Since data was not available to statistically or empirically invalidate existing informal criteria, it was determined that the classification system to be designed should have several characteristics:

- The system should reflect the values of the professional staff currently responsible for the classification decision;
- It should provide a structure based upon empirical offender data that can be substantiated by record of observable events (i.e., based upon criteria that can be seen and counted);
- It should be user-efficient and reduce the amount of narrative reporting that characterizes the existing system;

- It should insure that decisions made from the uniform criteria should be consistent with the best known state-of-the-art practices;
- It should provide for the collection of offender data that is assumed to be relevant to the assessment of risk and the assignment of custody grade. Further, the system should capture and process the data in a manner that will allow rigorous analysis and evaluation to determine validity of proposed criteria; and
- It should be designed to be flexible enough to respond to changes within the inmate population and to be responsive to improved understanding of the classification process. Further, it should be capable of continually verifying and assimilating new criteria based upon the valuable judgment and experience provided by classification staff.

#### Methodology

There were several distinct phases involved in the development of the Inmate Classification System developed for the Department:

- Identification of the elements of the classification decision (candidate criteria);
- Organizing the laundry-list of candidate-criteria into related sets of variables and then establishing the relative significance/importance of each to the classification decision;

- Incorporating the ranked set of elements and sub-elements into a standard system of decision-making logic;
- Mapping the decision-making logic to assignment of standard custody grades;
- Translating the decision-making logic into a weighted scoring scheme that maintained the integrity of the logic while resulting in an appropriate assignment of custody grade;
- Developing the user interface with the classification system through the development of a simplified set of field forms (Initial Classification Questionnaire, Inmate Classification Questionnaire, Report of Inmate Classification Action); and
- Developing and conducting of implementation testing and evaluation of the system.

The initial meeting of the Task Force on Inmate Classification was directed by the staff of the Bureau of Planning, Research and Statistics with the objective of identifying the "things that were important to the classification decision".

The method that was used to obtain an exhaustive list of candidate criteria by consensus was known as "brain-writing".<sup>1</sup> A complete summary of the brain-writing process may be found in attachment A at the end of this report. The application of this process in developing classification criteria was accomplished using the

<sup>1</sup>Van de Ven and A. L. Delbecq, "Nominal and Interacting Group Processes for Committee Decision-Making Effectiveness", Journal of the Academy of Management.

following steps:

The Task Force was divided into two groups (A&B) of seven or eight members each. Each participant was asked to list all of the "items that he/she considers important to making the classification decision." Listed items were restricted to "things about the offender that can be seen or counted either by personal interview or from information found in the Department of Corrections Inmate Record file. The responses were to be:

- Elemental in Nature; that is, they cannot be broken down into further sub-groups (i.e., "Family Stability" can be defined many ways and is not an element, while "Father Deserted Family" may be an element within a larger "Family Stability" group.
- Specifically Defined; not subject to individual interpretation, insofar as is possible (i.e., "Type of Offense" may be defined by a number of codes or sub-sets. If the type of offense is a consideration in the inmate classification process, one set of relevant offenses must be identified and used by all Department staff.

Without further discussion, each person listed as many items as he/she could that were used in the classification decision. Since there appeared to be some variation in criteria used for initial classification and subsequent reclassification actions, the decision was made to initially address reclassification. (This decision recognized that there is a higher frequency of reclassification actions than initial and that more criteria is involved in reclassification inasmuch as more is known about the inmate.)

Each person then put his page in a pool of others from his group, and drew out another person's list. After reading what was written on the page from the pool, the person wrote additional ideas on that

list and returned it to the pool. This process was continued until each member had read everything in the pool and had no further ideas to contribute.

All of the lists from Group A were then given to Group B and vice versa. The groups were instructed to edit the products of the other group to eliminate redundancy and improve clarity. Each group was encouraged to note additional items that were identified in discussion of the other group's product.

Following the editing period conducted by members of the staff of the Bureau of Planning, Research and Statistics, each group presented its version of what the other group produced. From these presentations, a single list was generated of "things" that had been determined significant to inmate classification.

A comprehensive list of 43 such things/elements were identified as having some relevance to the classification decision (this list is included as Attachment B to this report) using the above method. However, this list was yet to be ordered according to the relative importance of each of these items to inmate classification. Since less than 10 of these candidate variables were currently captured by the Department's automated data system, and since the existence of pertinent manual data that might be obtained from the mass of narrative reports was questionable for reasons already discussed, any statistical analysis done to validate the identified criteria would have been virtually meaningless. Therefore, the Task Force turned to a recently developed and highly innovative method for establishing priorities within a set of related elements. This method, developed

by Battelle Memorial Institute (Columbus, Ohio) was known as Interpretive Structural Modeling (ISM).<sup>2</sup> ISM is a computer-based methodology that:

- reduces complex problems into paired comparisons of elements;
- incorporates user input by requiring resolution of the relative significance of each pair of elements by consensus of the participating group or weighted score; and
- produces a structured model of the entire issue using transitive logic.<sup>3</sup> (A more detailed description of ISM is included as Attachment C to this report.)

The Department of Corrections secured an LEAA grant in the amount of \$10,000 and entered into a consulting contract with Battelle. Under this contract, the ISM computer program was transferred to Florida State University and training and technical assistance was provided to the Department in the application of this methodology for relative ranking of the identified element set.

A three-day workshop was held with the Task Force to participate in the establishment of priorities within the element set. The "issue context" of the problem addressed with the ISM methodology was the inmate classification decision. The "relational statement" examined in the ISM session was, "Is Element A more important for custody classification than Element B?" Task Force members were required, by consensus of the majority present, to decide which element (i.e., offense vs. length of sentence) was more important when making the classification decision. Obviously, this was extremely difficult, insofar as it was necessary to adopt a generalized pattern of thinking about the element in the absence

<sup>2</sup>J.N. Warfield, Structuring Complex Systems; Battelle Monograph #4 (April, 1974).

<sup>3</sup>Lasswell H.D., a Preview of Policy Sciences, American Elsevier (1971)



of specific case details. Task Force members who were accustomed to making the decision on a case-by-case basis raised the issue that comparisons made out of individual context were not meaningful. Questions were raised regarding: "What offense?" and "What length of sentence?" were involved in responding to the problem of relative importance.

Given the instruction to respond to each paired element set from the standpoint of which of the elements is generally more important, or more important in the greatest number of inmate classification decisions if both elements were of similar seriousness or degree, the 43 elements were ranked as shown in Attachment D-1.

Each of the sub-elements was also ranked using either ISM or Nominal Group Technique (outlined in Attachment A ). The overall ranking of the sub-elements is included in Attachment D-2.

In order to address the concerns of the Task Force members regarding specific element (sub-element) relationships in the context of unique case combinations, another problem-solving technique was introduced. The purpose of this activity was to develop a logic diagram of the classification decision using the rank order established earlier.

Beginning with the highest priority classification criteria (elements), an organization-chart-type logic diagram, or decision tree, was constructed by the Task Force with Battelle consultants and Bureau of Planning, Research and Statistics staff participating as facilitators. The tree acts as a screen through which

each inmate must pass before reaching a level where sufficient information is known about him/her to make a final classification status assignment.

At the top of the tree, data for all inmates is examined to determine if the inmate meets a particular criteria selected as most important. The sub-elements of each criteria/element are divided into two mutually exclusive categories:

- a) Those indicating the inmate presents a higher security or supervision risk; and
- b) those indicating the inmate presents a lesser risk of escape or violence.

The diagram was constructed in such a way that the more serious side of each decision point was to the right of the less serious set of inmate characteristics. The Task Force was allowed total freedom in constructing the tree by dividing elements and sub-elements into as many sets and sub-sets (each representing a separate decision point), as they determined (by consensus) to be appropriate.

As each decision point on the diagram was identified, the question was asked, "Is enough known at this point about the offender that a classification status may be assigned, or is there more that we need to know?" If no more criteria needed to be considered, an "x" was placed in the node indicating that any inmate who reached this position on the diagram could be classified. Such nodes were called "terminal boxes." Each terminal box represented a unique subset of all inmates organized according to specific characteristics (elements) considered significant to

the classification decision. The final version of the Decision Logic Diagram for Inmate Custody Classification is presented in Attachment E .

Once this Diagram was completed, the task of mapping of the inmate groups, each signified by a terminal box, to custody assignments of "close", "medium", and "minimum" was addressed. The Task Force was instructed to locate each uniquely identified terminal box on a continuum with a scale of "0" to "100", where zero was the "most minimum" custody assignment and one hundred represented the "closest of close" custody.

Staff of the Bureau of Planning, Research and Statistics then converted this ranking of inmate groups to a scheme of weights for each element and sub-element that would result in the assignment of the custody grade indicated on the Diagram. Field forms were designed to allow the Department staff responsible for the classification decision to rapidly determine the appropriate custody grade of each inmate.

Three field forms have been designed for use by Classification personnel:

- Initial Inmate Classification Questionnaire
- Inmate Classification Questionnaire
- Report of Inmate Classification Action

Copies of these forms and instructions for their use are included in this report as Attachment F . This Attachment consists of a copy of the Users Manual for Classification published by the Department of Corrections.

ATTACHMENT A

This attachment contains outlines of methods and procedures used to identify classification criteria. The ISM methodology used to assign a relative significance to each variable with respect to the classification decision, may be found in Attachment C.

NAME

Brainwriting Pool .

CAPSULE DESCRIPTION

Brainwriting pool is a method for generating ideas about some question within a small group

TYPICAL PRODUCT OR RESULT

The product is a list of ideas about the question, possible answers, comments, etc.

INTERMEDIATE RESULTS

Each member sees the ideas of other members, and each member contributes his own ideas.

NUMBER OF PEOPLE INVOLVED

Minimum: At least four people

Maximum: Any number of groups can work in parallel if sufficient facilities are available, but no more than eight should work in any one group

FACILITIES REQUIRED

Each group needs a table that will accommodate up to eight. Standard size paper and pencils are needed. Optional use of a large pad or blackboard for displaying results to all members is often desirable, but is not necessary.

TIME REQUIRED

Minimum: Four people working 15 minutes, for a total of 1 man-hour.

APPROPRIATE CONDITIONS FOR USE

Use whenever there is a need for quite a few ideas about some question, and /it is appropriate to obtain these from a number of individuals working together at one location.

OUTLINE OF METHODOLOGY, PROCESS, TECHNIQUE, ETC.

- A. Formulate the question to which the group is to respond.
- B. Gather the group around a table, or split into several groups as indicated above.
- C. There is no conversation during the process.
- D. Each person writes a few ideas on a page, then puts his page in the pool, and draws another partially filled page from the pool.
- E. After reading what is written on the page from the pool, the person writes additional ideas on the page and returns it to the pool.

- F. The process continues until each member has read everything in the pool and has no further ideas to contribute.
- G. (This and succeeding steps are optional.) If there are several groups, the product of each group is given to another group.
- H. Each group edits the product of another group to eliminate redundancy and improve clarity.
- I. Each group presents to a plenary session their version of what another group produced.
- J. Discussion follows for clarification.
- A. Van de Ven and A.L. Delbecq, "Nominal and Interacting Group Processes for Committee Decision-Making Effectiveness", Journal of the Academy of Management.

#### REFERENCES

1. NAME Nominal Group Technique.
2. CAPSULE DESCRIPTION A method for focusing a group discussion on a specific question(s) and generating ideas or answers in a short time.
3. TYPICAL PRODUCT OR RESULT The product is a list of ideas about the question(s), possible answers, causative factors, priorities.
4. INTERMEDIATE RESULTS Each person can contribute anonymously but discuss ideas of everyone.
5. NUMBER OF PEOPLE INVOLVED  
Minimum: At least four people  
Maximum: Approximately 8-12 without dividing the group into subgroups.
6. FACILITIES REQUIRED Each group needs writing space where they are together yet not clustered. Standard paper and pencils are satisfactory. A large pad (flipcharts) or blackboards for displaying results are useful.
7. TIME REQUIRED  
Minimum: 1 Hour  
Maximum: Approximately two days although sessions could run longer.
8. APPROPRIATE CONDITIONS FOR USE When there is a need to rapidly draw out foremost ideas from a group about some question, and it is desirable to obtain these from selected individuals meeting together at one location for a day or two.
9. OUTLINE OF METHODOLOGY, PROCESS, TECHNIQUE, ETC.
  - A. Formulate question(s) to which the group is to respond.
  - B. Gather participants into group of 8-1 or less (down to 4) with writing facilities at hand. (The balance assumes one group. The process is so what flexible.)
  - C. Require each person for a specified period to write ideas on a page. Allow no exchange of ideas or discussion.
  - D. Collect the ideas and list them at random on flip charts or blackboard.
  - E. Discuss ideas for clarification and understanding only for a specified time.
  - F. Have each person on paper vote to rank ideas. Collect votes and mark consensus on flip charts.
  - G. Discuss voted rankings and ideas listed for a specified time. Permit limited debate.
  - H. Vote again on rankings. Collect vote.

and correct ranking.

REFERENCES

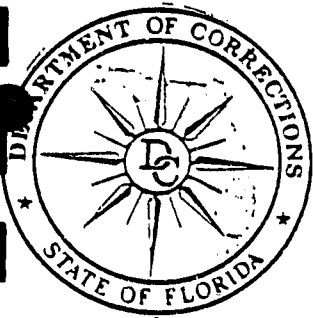
Van de Ven and A.L. Delbecq, "Normal vs Interacting Group Processes for Committee Decision-Making Effectiveness," Journal of Academy of Management.

Van de Van and Delbecq, "A Group Process Model for Problem Identification and Program Planning", Journal of Applied Behavioral Science, Vol. 7, No. 4.



ATTACHMENT B

This attachment is a listing of the 43 elements identified as being significant to the custody classification decision.



# DEPARTMENT OF CORRECTIONS

LOUIE L. WAINWRIGHT, SECRETARY

## Research Report

FINAL DRAFT CLASSIFICATION CRITERIA;

DEVELOPED BY TASK FORCE ON

CUSTODY/SECURITY CLASSIFICATION

Bureau of Planning,  
Research & Statistics

JUNE 12, 1978

DEPARTMENT OF OFFENDER REHABILITATION  
CLASSIFICATION CRITERIA

SHEET 1 of 41

DATA ELEMENT # 1	ITEM NAME: PRIMARY OFFENSE - CURRENT COMMITMENT SIGNIFICANT VALUES: (not necessarily presented in order of importance)	REMARKS
	Murder, 1st degree Murder, 2nd degree Manslaughter Arson Sexual Battery/Forcible Rape Armed Robbery Unarmed Robbery Aggravated Assault Armed Burglary Unarmed Burglary Larceny Auto Theft Forgery Narcotics Incest Child Molesting Escape Riot Strike in Correctional Institution Kidnapping Other-Non Violent Other-Violent Mayhem Terrorist/Bombing Acts / Possession Weapon in Prison Assault w/intent to Kill Aggravated Battery Shooting into a Building Cruelty to Children Breaking & Entering Possession of Explosives Possession of Concealed Weapon Resisting an Officer Murder, 3rd Degree Manslaughter (Auto)	

DEPARTMENT OF OFFENDER REHABILITATION  
CLASSIFICATION CRITERIA

DATA ELEMENT # 2	ITEM NAME: PRIMARY OFFENSE REDUCED AS A RESULT OF PLEA BARGAIN SIGNIFICANT VALUES: (not necessarily presented in order of importance)	REMARKS
	Other Counts Dropped Charge Reduced Class of Felony Reduced to Life Felony Class of Felony Reduced to 1st Degree Felony Class of Felony Reduced to 2nd Degree Felony Class of Felony Reduced to 3rd Degree Felony	

DEPARTMENT OF OFFENDER REHABILITATION  
CLASSIFICATION CRITERIA

DATA ELEMENT #	ITEM NAME: OFFENSE-RELATED VIOLENCE	
	SIGNIFICANT VALUES: (not necessarily presented in order of importance)	REMARKS
	<p>Resulting in:</p> <ul style="list-style-type: none"><li>Death (Public)</li><li>Personal Injury (public)</li><li>Threat to Person</li><li>Property Damage</li><li>Death or Injury of Law Enforcement Officer</li></ul>	

ITEM NAME:  
LENGTH OF SENTENCE

DATA ELEMENT #4

SIGNIFICANT VALUES: (not necessarily pre-  
sented in order of importance)

REMARKS

In Years:

- 1
- 2
- 3
- 4
- 5
- 6
- 7-10
- 11-20
- 21-50
- 51 & Up
- Life
- Death

DEPARTMENT OF OFFENDER REHABILITATION  
CLASSIFICATION CRITERIA

DATA ELEMENT #	ITEM NAME: MANDATORY TIME-SERVED REQUIREMENTS	REMARKS
	SIGNIFICANT VALUES: (not necessarily presented in order of importance)	
	3 Years Multiple Consecutive 3-Year Term 25 Years	

DEPARTMENT OF OFFENDER REHABILITATION  
CLASSIFICATION CRITERIA

SHEET 6 of 41

ITEM NAME: PERCENT OF TIME SERVED RELATIVE TO  
CURRENT RELEASE DATE

SIGNIFICANT VALUES: (not necessarily pre-  
sented in order of importance)

DATA ELEMENT # 6

REMARKS

0-10%  
11-20%  
21-30%  
31-40%  
41-50%  
51-60%  
61-70%  
71-80%  
81-90%  
91%-Expiration



CLASSIFICATION CRITERIA

DATA ELEMENT #7	ITEM NAME: OTHER ACTIVE/INACTIVE COMMITMENTS	REMARKS
	SIGNIFICANT VALUES: (not necessarily presented in order of importance)	
	<p>Murder, 1st degree  Murder, 2nd degree  Manslaughter  Arson  Sexual Battery/Forcible Rape  Armed Robbery  Unarmed Robbery  Aggravated Assault  Armed Burglary  Unarmed Burglary  Larceny  Auto Theft  Forgery  Narcotics  Incest  Child Molesting  Escape  Riot  Strike in Correctional Institution  Kidnapping  Other-Non Violent  Other-Violent  Mayhem  Terrorist/Bombing Acts  Possible Weapon in Prison  Assault w/intent to Kill  Aggravated Battery  Shooting Into a Building  Cruelty to Children  Breaking &amp; Entering  Possession of Explosives  Possession of Concealed Weapon  Resisting an Officer  Murder, 3rd Degree  Manslaughter (Auto)</p>	

DATA ELEMENT # 8	ITEM NAME: HISTORY OF VIOLENCE RESULTING IN:	REMARKS																												
	SIGNIFICANT VALUES: (not necessarily presented in order of importance)																													
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">FREQ.</th> <th style="width: 10%; text-align: center;">X VALUE</th> <th style="width: 10%; text-align: center;">= SCORE</th> </tr> </thead> <tbody> <tr> <td>DEATH (PUBLIC)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>PERSONAL INJURY (PUBLIC)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>THREAT TO PERSON</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>PROPERTY DAMAGE</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>DEATH OR INJURY OF</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>LAW ENFORCEMENT OFFICER</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>		FREQ.	X VALUE	= SCORE	DEATH (PUBLIC)	_____	_____	_____	PERSONAL INJURY (PUBLIC)	_____	_____	_____	THREAT TO PERSON	_____	_____	_____	PROPERTY DAMAGE	_____	_____	_____	DEATH OR INJURY OF	_____	_____	_____	LAW ENFORCEMENT OFFICER	_____	_____	_____	
	FREQ.	X VALUE	= SCORE																											
DEATH (PUBLIC)	_____	_____	_____																											
PERSONAL INJURY (PUBLIC)	_____	_____	_____																											
THREAT TO PERSON	_____	_____	_____																											
PROPERTY DAMAGE	_____	_____	_____																											
DEATH OR INJURY OF	_____	_____	_____																											
LAW ENFORCEMENT OFFICER	_____	_____	_____																											

CLASSIFICATION CRITERIA

DATA ELEMENT #	ITEM NAME: VICTIM SEX RELATIVE TO OFFENDER SEX	REMARKS
	SIGNIFICANT VALUES: (not necessarily presented in order of importance)	
	<p>Male Victim - Male Offender</p> <p>Male Victim - Female Offender</p> <p>Female Victim - Male Offender</p> <p>Female Victim - Female Offender</p> <p>No Victim</p>	

DATA ELEMENT #10	ITEM NAME: AGE OF VICTIM	REMARKS
SIGNIFICANT VALUES: (not necessarily presented in order of importance)		
	<p>Not Applicable - NO VICTIM</p> <p>Under 12</p> <p>12 - 14</p> <p>15 - 17</p> <p>18 - 25</p> <p>26 - 59</p> <p>60 &amp; Under</p>	

DATA ELEMENT #	ITEM NAME: VICTIM HANDICAP	REMARKS
	SIGNIFICANT VALUES: (not necessarily presented in order of importance)	
	11  Mental Handicap Physical Handicap	

DATA ELEMENT #	ITEM NAME: KNOWN AFFILIATIONS	REMARKS
	SIGNIFICANT VALUES: (not necessarily presented in order of importance)	
	<p>12</p> <p>Organized Crime                      Political Terrorists                      Organized Gangs                      Activist Groups</p>	

DATA ELEMENT #	ITEM NAME: PUBLIC PRESSURE	REMARKS
	SIGNIFICANT VALUES: (not necessarily presented in order of importance)	
13	<ul style="list-style-type: none"> <li>Judge's Recommendation</li> <li>Prosecutor's Recommendation</li> <li>Victim/Victim Family Interest</li> <li>Legislator Inquiry</li> <li>Law Enforcement Interest</li> <li>General Citizen Interest</li> <li>Executive Inquiry</li> <li>Offender Family Interest</li> <li>Special Interest Group Inquiry</li> <li>Personal Notoriety</li> <li>Case Notoriety</li> </ul>	

CLASSIFICATION CRITERIA

ITEM NAME:  
PRIOR ADULT CRIMINAL RECORD

SIGNIFICANT VALUES: (not necessarily presented in order of importance)

DATA ELEMENT #

14

REMARKS

Scale

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- N

\*Rating to be determined by computation of score based upon the sum of the frequency x value of element listed below:

	Frequency	X	Value	=	
Felony Arrests	_____	X	_____	=	_____
Misdemeanor Arrests	_____	X	_____	=	_____
Felony Convictions	_____	X	_____	=	_____
Misd. Adjudicated	_____	X	_____	=	_____
Habitual Offender (Yes = 1, No = 0)	_____	X	_____	=	_____
# Arrests within 3 years prior to this incarceration	_____	X	_____	=	_____
Score	_____				



ITEM NAME:  
 PRIOR JUVENILE CRIMINAL RECORD

SIGNIFICANT VALUES:\*(not necessarily pre-  
 15 sented in order of importance)

DATA ELEMENT #

REMARKS

Score

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- N

TO BE USED IF  
 AVAILABLE & VERIFIED

\*Rating to be determined by computation of score based upon the sum of Frequency X Value of elements listed below:

Frequency X Value

Juvenile Arrests	_____	X	_____	=	_____
Adjudicated Delinquency	_____	X	_____	=	_____
Juvenile Detention	_____	X	_____	=	_____

Score: \_\_\_\_\_

DATA ELEMENT #	ITEM NAME: COMMUNITY SUPERVISION RECORD SIGNIFICANT VALUES: (not necessarily presented in order of importance) 16	REMARKS																						
	<p>SCORE</p> <p>1 2 3 4 5 6 7 8 9 10 N</p> <p>* Rating to be determined by computation of score based upon the sum of the frequency X value of elements listed below:</p> <p style="text-align: right;">Freq. X Value = Score</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"># Paroles ÷ # Commitments =</td> <td style="width: 50%;"></td> </tr> <tr> <td>Parole Revocation for technical reasons</td> <td>_____</td> </tr> <tr> <td>Parole Revocation for new offenses</td> <td>_____</td> </tr> <tr> <td># MCR ÷ # Commitments =</td> <td></td> </tr> <tr> <td>MCR Revocation for technical reasons</td> <td>_____</td> </tr> <tr> <td>MCR Revocations for new offenses</td> <td>_____</td> </tr> <tr> <td># Probation ÷ # Commitments =</td> <td></td> </tr> <tr> <td>Probation Revocation for technical reasons</td> <td>_____</td> </tr> <tr> <td>Probation Revocation for new offenses</td> <td>_____</td> </tr> <tr> <td># MPP ÷ # Commitments =</td> <td></td> </tr> <tr> <td>Score</td> <td>_____</td> </tr> </table>	# Paroles ÷ # Commitments =		Parole Revocation for technical reasons	_____	Parole Revocation for new offenses	_____	# MCR ÷ # Commitments =		MCR Revocation for technical reasons	_____	MCR Revocations for new offenses	_____	# Probation ÷ # Commitments =		Probation Revocation for technical reasons	_____	Probation Revocation for new offenses	_____	# MPP ÷ # Commitments =		Score	_____	<p>USE ALL VERIFIED OUT-OF-STATE INFORMATION</p>
# Paroles ÷ # Commitments =																								
Parole Revocation for technical reasons	_____																							
Parole Revocation for new offenses	_____																							
# MCR ÷ # Commitments =																								
MCR Revocation for technical reasons	_____																							
MCR Revocations for new offenses	_____																							
# Probation ÷ # Commitments =																								
Probation Revocation for technical reasons	_____																							
Probation Revocation for new offenses	_____																							
# MPP ÷ # Commitments =																								
Score	_____																							

DEPARTMENT OF OFFENDER REHABILITATION  
CLASSIFICATION CRITERIA

ITEM NAME: MILITARY RECORD

DATA ELEMENT # 17 SIGNIFICANT VALUES: (not necessarily presented in order of importance)

REMARKS

Scale:

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- N

\*Rating to be determined by computation of score based upon the sum of the frequency x value of the element as listed below:

Frequency x Value

Dishonorable Discharge  
(yes=2; no=0).....          x          =         

Less than Honorable Discharge  
(yes=1; no=0).....          x          =         

# Months in Stockade          x          =         

# times AWOL          x          =         

YEARS IN SERVICE          x          =         

Total Score

DATA ELEMENT #	ITEM NAME: STATUS PRIOR TO SENTENCING	REMARKS
	SIGNIFICANT VALUES: (not necessarily presented in order of importance)	
	<p>18</p> <p>Confined                      Released on Bond                      Released on Recognizance                      Forfeited Bond/Any Amount</p>	

DEPARTMENT OF OFFENDER REHABILITATION  
CLASSIFICATION CRITERIA

DATA ELEMENT #	ITEM NAME: DISCIPLINARY RECORD  SIGNIFICANT VALUES: (not necessarily presented in order of importance)	REMARKS																																																																														
19	<p style="text-align: right;">Score:</p> <p style="text-align: center;">1 2 3 N</p> <p>Value to be determined by computation of score based upon the sum of the frequency x value of element listed below:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 20%; text-align: center;">Frequency</th> <th style="width: 10%; text-align: center;">x</th> <th style="width: 20%; text-align: center;">Value</th> <th style="width: 10%; text-align: center;">=</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr><td>Group 1</td><td>_____</td><td>x</td><td>_____</td><td>=</td><td>_____</td></tr> <tr><td>Group 2</td><td>_____</td><td>x</td><td>_____</td><td>=</td><td>_____</td></tr> <tr><td>Group 3</td><td>_____</td><td>x</td><td>_____</td><td>=</td><td>_____</td></tr> <tr><td>Group 4</td><td>_____</td><td>x</td><td>_____</td><td>=</td><td>_____</td></tr> <tr><td>Group 5</td><td>_____</td><td>x</td><td>_____</td><td>=</td><td>_____</td></tr> <tr><td>Group 6</td><td>_____</td><td>x</td><td>_____</td><td>=</td><td>_____</td></tr> <tr><td>Group 7</td><td>_____</td><td>x</td><td>_____</td><td>=</td><td>_____</td></tr> <tr><td>Group 8</td><td>_____</td><td>x</td><td>_____</td><td>=</td><td>_____</td></tr> <tr><td>Group 9</td><td>_____</td><td>x</td><td>_____</td><td>=</td><td>_____</td></tr> <tr><td>Group 10</td><td>_____</td><td>x</td><td>_____</td><td>=</td><td>_____</td></tr> <tr><td>Corrective Consultations</td><td>_____</td><td>x</td><td>_____</td><td>=</td><td>_____</td></tr> <tr><td colspan="6" style="text-align: right;">Score _____</td></tr> </tbody> </table>		Frequency	x	Value	=		Group 1	_____	x	_____	=	_____	Group 2	_____	x	_____	=	_____	Group 3	_____	x	_____	=	_____	Group 4	_____	x	_____	=	_____	Group 5	_____	x	_____	=	_____	Group 6	_____	x	_____	=	_____	Group 7	_____	x	_____	=	_____	Group 8	_____	x	_____	=	_____	Group 9	_____	x	_____	=	_____	Group 10	_____	x	_____	=	_____	Corrective Consultations	_____	x	_____	=	_____	Score _____						<p>It may be appropriate to use a time factor to determine frequency in lesser groupings.</p> <p style="text-align: center;">or</p> <p>An alternative might be to reduce computed score by "X" points if time or minor DR is past one year or not in this evaluation period.</p>
	Frequency	x	Value	=																																																																												
Group 1	_____	x	_____	=	_____																																																																											
Group 2	_____	x	_____	=	_____																																																																											
Group 3	_____	x	_____	=	_____																																																																											
Group 4	_____	x	_____	=	_____																																																																											
Group 5	_____	x	_____	=	_____																																																																											
Group 6	_____	x	_____	=	_____																																																																											
Group 7	_____	x	_____	=	_____																																																																											
Group 8	_____	x	_____	=	_____																																																																											
Group 9	_____	x	_____	=	_____																																																																											
Group 10	_____	x	_____	=	_____																																																																											
Corrective Consultations	_____	x	_____	=	_____																																																																											
Score _____																																																																																

## DEPARTMENT OF OFFENDER REHABILITATION

## RULES OF PROHIBITED CONDUCT AND PENALTIES FOR INFRACTION

Any act which is a felony or misdemeanor in the State of Florida may lead to prosecution as prescribed by Florida law, at the option of the Department of Offender Rehabilitation and the appropriate State Attorney's Office.

The following are established maximum penalties for indicated infractions. The Disciplinary Team may elect to impose any lesser penalty. Time in disciplinary confinement may be shortened for good behavior and attitude. Infractions of rules during time in confinement may result in additional disciplinary measures.

When an inmate has been charged with an offense he may be found guilty of a lesser included and related offense.

Maximum Penalty

1 - 1	Assaults or attempted assaults while armed.	90 Days DC and/or loss of All GT
1 - 5	Assaults to commit sex acts.	90 Days DC and/or loss of ALL GT
2 - 1	Participating in riots, strikes, mutinous acts or disturbances.	90 Days DC and/or loss of ALL GT
3 - 1	Possession of weapons, ammunition, or explosives.	90 Days DC and/or loss of ALL GT
3 - 2	Possession of escape paraphernalia.	90 Days DC and/or loss of ALL GT
7 - 1	Destruction of State property or property belonging to another.	90 Days DC and/or loss of ALL GT and payment in the amount of cost of the article.
<hr/>		
4 - 1	Escape or Escape Attempt.	60 Days DC and/or loss of up to all GT
9 - 19	Presenting false testimony before Disciplinary Team.	60 Days DC and/or loss of ALL GT
<hr/>		
1 - 2	Unarmed assault or attempt.	60 Days DC and/or loss of 180 Days GT
2 - 2	Inciting or attempting to incite riots, strikes, mutinous acts or disturbances. (Conveying any inflammatory, riotous or mutinous communication by word of mouth, in writing or by sign, symbol or gesture.)	60 Days DC and/or loss of 180 Days GT
3 - 3	Possession of narcotics, unauthorized drugs and drug paraphernalia.	60 Days DC and/or loss of 180 Days GT
3 - 4	Trafficking in drugs or unauthorized beverages.	60 Days DC and/or loss of 180 Days GT
3 - 5	Manufacture of drugs or unauthorized beverages.	60 Days DC and/or loss of 180 Days GT
10 - 1	Failure to directly and promptly proceed to and return from designated area by approved method.	60 Days DC and/or loss of 180 Days GT
<hr/>		
9 - 16	Refusing to work.	60 Days DC and/or loss of 90 Days GT

Maximum Penalty

1 - 3	Verbal assaults or verbal threats.	30 Days DC and/or loss of 90 Days GT
3 - 6	Possession of unauthorized beverages.	30 Days DC and/or loss of 90 Days GT
5 - 1	Missing count.	30 Days DC and/or loss of 90 Days GT
9 - 1	Obscene or profane act, gesture, or Statement (oral, written or signified) directed towards an employee or other persons of authority.	30 Days DC and/or loss of 90 Days GT
9 - 2	Bribery or attempted bribery.	30 Days DC and/or loss of 90 Days GT
9 - 3	Breaking and entering or attempted breaking.	30 Days DC and/or loss of 90 Days GT
9 - 4	Attempt, attempting to conspire, or conspiracy with others to commit an act which is in violation of State Statute, "The Rules of Prohibited Conduct."	30 Days DC and/or loss of 90 Days GT
9 - 7	Sex acts or <del>unauthorized physical contact.</del>	30 Days DC and/or loss of 90 Days GT
9 - 8	Consumption of intoxicants or intoxication.	30 Days DC and/or loss of 90 Days GT
1 - 4	Verbal disrespect to officials, employees, or other persons of constituted authority.	30 Days DC and/or loss of 60 Days GT
2 - 3	Participating in, inciting a minor disturbance. (Minor disturbance is defined as a disturbance which goes beyond the point of a fight or similar incident but does not result in personal injury or property damage which is appreciable.)	30 Days DC and/or loss of 60 Days GT
3 - 7	Possession of aromatic stimulants or depressants, such as paint thinner, glue, toluene, etc.	30 Days DC and/or loss of 60 Days GT
4 - 2	Unauthorized absence from assigned area (housing, job or any other assigned or designated area.)	30 Days DC and/or loss of 60 Days GT
6 - 1	Disobeying verbal or written order (any order given to an inmate or inmates by a staff member or other authorized person.)	30 Days DC and/or loss of 60 Days GT
9 - 5	Theft.	30 Days DC and/or loss of 60 Days GT
9 - 17	Disorderly conduct.	30 Days DC and/or loss of 60 Days GT
9 - 18	Unauthorized physical contact.	30 Days DC and/or loss of 60 Days GT
10 - 2	Failure to remain within designated area of release plan.	30 Days DC and/or loss of 60 Days GT

- 2 - 4. Fighting 30 Days DC and/or loss of 30 Days GT
- 9 - 14 Mail regulation violations. 30 Days DC and/or loss of 30 Days GT
- 9 - 15 Visiting regulation violations. 30 Days DC and/or loss of 30 Days GT
- 10 - 3 Failure to return if plan terminated prior to scheduled time. 30 Days DC and/or loss of 30 Days GT

AP B

- 3 - 8 Possession of negotiables (unauthorized amounts of cash where cash is permitted, cash where cash is not permitted, other inmate's canteen coupons or gift certificates, checks, credit cards or any other negotiable item which is not authorized.) 15 Days DC and/or loss of 30 Days GT
- 3 - 9 Possession of unauthorized identification (Driver's license, social security card, etc.) 15 Days DC and/or loss of 30 Days GT
- 3 - 10 Possession of unauthorized clothing or linen (State or personal.) 15 Days DC and/or loss of 30 Days GT
- 3 - 11 Possession of stolen property (State or personal.) 15 Days DC and/or loss of 30 Days GT
- 3 - 12 Possession of miscellaneous contraband. (by above definition but not specifically listed above.) 15 Days DC and/or loss of 30 Days GT
- 4 - 3 Being in unauthorized area (housing, job, recreation, visiting or any other area where inmate is not authorized to be.) 15 Days DC and/or loss of 30 Days GT
- 5 - 2 Failure to comply with count procedures. 15 Days DC and/or loss of 30 Days GT
- 6 - 2 Disobeying institutional regulations. 15 Days DC and/or loss of 30 Days GT
- 7 - 2 Altering or defacing State property or property belonging to another. 15 Days DC and/or loss of 30 Days GT and payment of the cost of repair of the article.
- 7 - 3 Destruction of State property or property belonging to another due to gross negligence. 15 Days DC and/or loss of 30 Days GT and payment in the amount of cost of the article.
- 7 - 4 Misuse of State property or property belonging to another (use for purpose other than the intended purpose.) 15 Days DC and/or loss of 30 Days GT
- 7 - 5 Willful wasting State property or property belonging to another (any waste of edible or usable property). 15 Days DC and/or loss of 30 Days GT
- 9 - 6 Bartering with others. 15 Days DC and/or loss of 30 Days GT



8 - 2 Failure to maintain acceptable hygiene or appearance of housing area. 15 Days DC and/or loss of 15 Days GT

8 - 1 Failure to maintain personal hygiene or appearance. 10 Days DC and/or loss of 15 Days GT

9 - 9 Tattooing 10 Days DC and/or loss of 15 Days GT

9 - 10 Lying to staff member or others in official capacity, or falsifying records. 10 Days DC and/or loss of 15 Days GT

9 - 11 Feigning illness or malingering as determined by a physician or other medical authority. 10 Days DC and/or loss of 15 Days GT

9 - 12 Gambling or possession of gambling paraphernalia. 10 Days DC and/or loss of 15 Days GT

9 - 13 Insufficient work: This constitutes an inmate not working up to expectation, taking into consideration the inmate's physical condition, the degree of difficulty of assignment, and the average performance by fellow inmates assigned to the same task. 10 Days DC and/or loss of 15 Days GT

10 - 4 Making unauthorized contact (personal, telephone or otherwise) with any individual in behalf of another inmate. 10 Days DC and/or loss of 15 Days GT

DEPARTMENT OF OFFENDER REHABILITATION  
CLASSIFICATION CRITERIA

ITEM NAME:  
KNOWN SKILLS INDICATING POTENTIAL FOR  
VIOLENCE/ESCAPE

SIGNIFICANT VALUES: (not necessarily pre-  
sented in order of importance)

DATA ELEMENT #

20

REMARKS

1. Martial Arts
2. Explosives
3. Firearms
4. Electronics
5. Incendiaries
6. Locksmith
7. Other

CLASSIFICATION CRITERIA

DATA ELEMENT #	ITEM NAME: NUMBER OF ESCAPES/ATTEMPTED ESCAPES	REMARKS
21	SIGNIFICANT VALUES: (not necessarily presented in order of importance)	
	<p style="text-align: right;">Freq. X Value = Score</p> <p>From Major Institution/Close Custody at Time of Escape _____</p> <p>From Major Institution/Medium Custody at Time of Escape _____</p> <p>From Major Institution/Minimum Custody at Time of Escape _____</p> <p>From CCC _____</p> <p>From Community Treatment Center _____</p> <p>From Other DOR Facility/Medium Custody at Time of Escape _____</p> <p>From Other DOR Facility/Minimum Custody at Time of Escape _____</p> <p>From Other Non-DOR Facility _____</p> <p style="text-align: center;">Total Score _____</p>	

DEPARTMENT OF OFFENDER REHABILITATION  
 CLASSIFICATION CRITERIA

DATA ELEMENT #	ITEM NAME: ESCAPE MODUS OPERANDI	REMARKS
	SIGNIFICANT VALUES: (not necessarily presented in order of importance)	
	<p>Violence against Public</p> <p>Violence against Staff (DOR)</p> <p>Hostage/Public</p> <p>Hostage/DOR Staff</p> <p>Weapons</p> <p>Organized Plan</p> <p>Public Assistance</p> <p>DOR Employee Assistance</p> <p>*Additional Crimes Committed &amp; Charged during Period at Large</p> <p>*Not resolved by Task Force</p>	

CLASSIFICATION CRITERIA

DATA ELEMENT #	ITEM NAME: OFFENDER AGE	REMARKS
	SIGNIFICANT VALUES: (not necessarily presented in order of importance) 23	
	Under 15 15 - 20 21 - 24 25 - 39 40 - 59 60 or Older	

DEPARTMENT OF OFFENDER REHABILITATION  
 CLASSIFICATION CRITERIA

DATA ELEMENT #	ITEM NAME: EMPLOYMENT PRIOR TO ARREST	REMARKS
	SIGNIFICANT VALUES: (not necessarily presented in order of importance)	
	24  Unemployed/Disabled Unemployed Full Time Part Time Student Other	

DEPARTMENT OF OFFENDER REHABILITATION  
 CLASSIFICATION CRITERIA

DATA ELEMENT #	ITEM NAME: MEDICAL GRADE	REMARKS
	SIGNIFICANT VALUES: (not necessarily presented in order of importance)	
	25  1. 2. 3. 4.	

DEPARTMENT OF OFFENDER REHABILITATION  
CLASSIFICATION CRITERIA

DATA ELEMENT #	ITEM NAME: HOMOSEXUAL TENDENCIES  SIGNIFICANT VALUES: (not necessarily presented in order of importance)	REMARKS						
	<table border="0"> <tr> <td data-bbox="422 457 563 485">Admitted</td> <td data-bbox="716 457 773 485">Yes</td> <td data-bbox="872 457 911 485">No</td> </tr> <tr> <td data-bbox="422 527 563 554">Verified</td> <td data-bbox="716 527 773 554">Yes</td> <td data-bbox="872 527 911 554">No</td> </tr> </table>	Admitted	Yes	No	Verified	Yes	No	<p>Comments section could reflect aggressive/passive concerns and adjust grade accordingly.</p>
Admitted	Yes	No						
Verified	Yes	No						



DEPARTMENT OF OFFENDER REHABILITATION  
CLASSIFICATION CRITERIA

SHEET 31 of 41

DATA ELEMENT #	ITEM NAME: BEHAVIORAL CHARACTERISTICS	REMARKS
	SIGNIFICANT VALUES: (not necessarily presented in order of importance)	
	<p>27</p> <ul style="list-style-type: none"> <li>Manipulative</li> <li>Pliable</li> <li>Threatening</li> <li>Abusive</li> <li>Argumentative</li> <li>Aggressive</li> <li>Unable to handle stress</li> <li>Non-conformist</li> <li>Low tolerance for frustration</li> <li>Hostility with respect to authority</li> <li>Deal in contraband</li> <li>Lacks initiative</li> <li>Uses alcohol or drug</li> <li>Homicidal</li> <li>Sadistic</li> <li>Masochistic</li> <li>Retarded</li> <li>Subject to Hallucination</li> <li>Paranoid</li> <li>Suicidal</li> <li>Other</li> </ul>	

DEPARTMENT OF OFFENDER REHABILITATION  
CLASSIFICATION CRITERIA

SHEET 32 of 41

ITEM NAME:  
REQUIRES EXCEPTIONAL SUPERVISION

SIGNIFICANT VALUES: (not necessarily pre-  
sented in order of importance)

DATA ELEMENT #

28

REMARKS

Informant known to the inmate population  
Requires restraint for aggressive/assaultive  
behavior  
Required for personal protection of the inmate  
(i.e., Law enforcement employment prior to  
commitment, etc.)

DEPARTMENT OF OFFENDER REHABILITATION  
CLASSIFICATION CRITERIA

SHEET 33 of 41

ITEM NAME:  
RELEASE PROGRAM

DATA ELEMENT #

SIGNIFICANT VALUES: (not necessarily pre-  
sented in order of importance)

29

REMARKS

Mutual Participation Program Contract  
Pre-Parole work release approval  
Parole approval

The value of this item  
would be subtracted  
from the cumulative  
score

DEPARTMENT OF OFFENDER REHABILITATION  
CLASSIFICATION CRITERIA

DATA ELEMENT #	ITEM NAME: FAMILY ENVIRONMENT	REMARKS																																								
	SIGNIFICANT VALUES: (not necessarily presented in order of importance)																																									
30	<p>Value to be determined by computation of score based upon the sum of the frequency x value of element listed below:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: center;">Freq.</th> <th style="text-align: center;">X</th> <th style="text-align: center;">Value</th> </tr> </thead> <tbody> <tr> <td>No family ties (yes = 1, no = 0)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">X</td> <td style="text-align: center;">_____ =</td> </tr> <tr> <td>Family crime (yes = 1, no = 0)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">X</td> <td style="text-align: center;">_____ =</td> </tr> <tr> <td>Transient family (yes = 1, no = 0)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">X</td> <td style="text-align: center;">_____ =</td> </tr> <tr> <td>Head of family desertion? (yes = 1, no = 0)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">X</td> <td style="text-align: center;">_____ =</td> </tr> <tr> <td>Head of family chronic unemployed. (yes = 1, no = 0)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">X</td> <td style="text-align: center;">_____ =</td> </tr> <tr> <td>Any family member alcoholic/drug abuse? (yes = 1, no = 0)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">X</td> <td style="text-align: center;">_____ =</td> </tr> <tr> <td>Family out of state? (yes = 1, no = 0)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">X</td> <td style="text-align: center;">_____ =</td> </tr> <tr> <td>Family cannot visit? (yes = 0, no = 1)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">X</td> <td style="text-align: center;">_____ =</td> </tr> <tr> <td style="text-align: right;">Score</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">X</td> <td style="text-align: center;">_____ =</td> </tr> </tbody> </table>		Freq.	X	Value	No family ties (yes = 1, no = 0)	_____	X	_____ =	Family crime (yes = 1, no = 0)	_____	X	_____ =	Transient family (yes = 1, no = 0)	_____	X	_____ =	Head of family desertion? (yes = 1, no = 0)	_____	X	_____ =	Head of family chronic unemployed. (yes = 1, no = 0)	_____	X	_____ =	Any family member alcoholic/drug abuse? (yes = 1, no = 0)	_____	X	_____ =	Family out of state? (yes = 1, no = 0)	_____	X	_____ =	Family cannot visit? (yes = 0, no = 1)	_____	X	_____ =	Score	_____	X	_____ =	
	Freq.	X	Value																																							
No family ties (yes = 1, no = 0)	_____	X	_____ =																																							
Family crime (yes = 1, no = 0)	_____	X	_____ =																																							
Transient family (yes = 1, no = 0)	_____	X	_____ =																																							
Head of family desertion? (yes = 1, no = 0)	_____	X	_____ =																																							
Head of family chronic unemployed. (yes = 1, no = 0)	_____	X	_____ =																																							
Any family member alcoholic/drug abuse? (yes = 1, no = 0)	_____	X	_____ =																																							
Family out of state? (yes = 1, no = 0)	_____	X	_____ =																																							
Family cannot visit? (yes = 0, no = 1)	_____	X	_____ =																																							
Score	_____	X	_____ =																																							

DEPARTMENT OF OFFENDER REHABILITATION  
CLASSIFICATION CRITERIA

ITEM NAME:  
IDENTIFIED STRESS SITUATIONS

SIGNIFICANT VALUES: (not necessarily pre-  
31 sented in order of importance)

DATA ELEMENT #

REMARKS

Death in immediate family  
 Serious illness in immediate family  
 Divorce  
 Separation  
 Infidelity  
 Revelation of unknown warrants/detailers  
 Other deterioration in family situation  
 Financial problems  
 Release/Loss of close friend  
 Involvement in pending investigation  
 Being denied parole  
 Adverse result in pending litigation  
 Other  
 Pressure from other inmate(s)  
 Observed state of depression/cause undetermined  
 Institutional pressure (i.e., inmate cannot  
 adjust to confinement or routine)

DEPARTMENT OF OFFENDER REHABILITATION  
CLASSIFICATION CRITERIA

SHEET 36 of 41

ITEM NAME:  
WARRANTS AND DETAINERS OUTSTANDING

DATA ELEMENT #

SIGNIFICANT VALUES: (not necessarily pre-  
sented in order of importance)  
32

REMARKS

Unofficial notification  
Other State Felony adjudication pending  
Federal Felony adjudication pending  
Florida Felony adjudication pending  
Misdemeanor pending  
Other state felony sentenced  
Federal felony sentenced  
Florida felony sentenced  
Misdemeanor sentenced

Seriousness can be noted in "Comments" section and custody adjusted upward or downward as appropriate

CLASSIFICATION CRITERIA

DATA ELEMENT #	ITEM NAME: YOUTHFUL OFFENDER STATUS	REMARKS
33	SIGNIFICANT VALUES: (not necessarily presented in order of importance)  NO  YES	

DEPARTMENT OF OFFENDER REHABILITATION  
CLASSIFICATION CRITERIA

SHEET 38 of 41

DATA ELEMENT #	ITEM NAME: PRIOR INSTITUTIONAL ADJUSTMENT	REMARKS
	SIGNIFICANT VALUES: (not necessarily presented in order of importance)	
	<p>34</p> <p>Demonstrated reliability on work assignments</p> <p>Demonstrated unusual or exceptional cooperation with institutional staff</p> <p>Prisoner has highly specialized vocational skills that may be used with acceptable risk</p> <p>Demonstrated exceptional adjustment or daptability to institutional routine/supervision</p>	<p>The value of this item would be subtracted from the cumulative score.</p> <p>If, on the other hand, the offender had a poor record of institutional adjustment, additional values could be considered that would be added to the cumulative score.</p>



DEPARTMENT OF OFFENDER REHABILITATION  
CLASSIFICATION CRITERIA

DATA ELEMENT #	ITEM NAME: CLASS OF FELONY (PRIMARY OFFENSE-CURRENT COMMITMENT)	REMARKS
35	SIGNIFICANT VALUES: (not necessarily presented in order of importance)	
	CAPITAL LIFE 1ST DEGREE 2ND DEGREE 3RD DEGREE	

DATA ELEMENT #	ITEM NAME: PROGRAM PARTICIPATION	
36	SIGNIFICANT VALUES: (not necessarily presented in order of importance)	REMARKS
	<p style="text-align: right;">Successful Completion X Value=</p> <p>Psychiatric Counseling _____ X _____ =</p> <p>Psychological Counseling _____ X _____ =</p> <p>Drug Counseling _____ X _____ =</p> <p>AA Counseling _____ X _____ =</p> <p>Academic (GED) Program _____ X _____ =</p> <p>Junior College Program _____ X _____ =</p> <p>Bible Study _____ X _____ =</p> <p>Choir _____ X _____ =</p> <p>Arts &amp; Crafts Program _____ X _____ =</p> <p>Music _____ X _____ =</p> <p>Jaycees _____ X _____ =</p> <p>Human Relations _____ X _____ =</p> <p>Other Self-Enrichment Programs _____ X _____ =</p> <p>Vocational Training Certificate _____ X _____ =</p> <p>Community Drug Program _____ X _____ =</p> <p>Other Programs _____ X _____ =</p> <p style="text-align: right;">Active Participation X Value=</p> <p>Psychiatric Counseling _____ X _____ =</p> <p>Psychological Counseling _____ X _____ =</p> <p>Drug Counseling _____ X _____ =</p> <p>AA Counseling _____ X _____ =</p> <p>Academic (GED) Program _____ X _____ =</p> <p>Junior College Program _____ X _____ =</p> <p>Bible Study _____ X _____ =</p> <p>Choir _____ X _____ =</p> <p>Arts &amp; Crafts Program _____ X _____ =</p> <p>Music _____ X _____ =</p> <p>Jaycees _____ X _____ =</p> <p>Human Relations _____ X _____ =</p> <p>Other Self-Enrichment Programs _____ X _____ =</p> <p>Vocational Training Certificate _____ X _____ =</p> <p>Community Drug Program _____ X _____ =</p> <p>Other Programs _____ X _____ =</p>	<p>The total value of this item may be subtracted from the cumulative score.</p>

DATA ELEMENT #	ITEM NAME: DIAGNOSED PSYCHOLOGICAL-PSYCHIATRIC PROBLEM	REMARKS
	SIGNIFICANT VALUES: (not necessarily presented in order of importance)	
	None Psychotic - in state of remission Psychotic - not in state of remission	

ATTACHMENT C

This attachment presents a brief description of the Interpretive Structural Modeling methodology used to establish the relative ranking of classification criteria.

NAME

Interpretive Structural Modeling

CAPSULE DESCRIPTION

A computer-assisted method whereby a group structures a set of ideas in terms of a selected, relevant, type of relation among the ideas.

TYPICAL PRODUCT OR RESULT

A "map" of the structural relation among the ideas in the set.

INTERMEDIATE RESULTS

A sharpening of the ideas in the set. A considerable amount of productive exchange among members of the group, which expands perceptions of relations among the ideas being structured.

NUMBER OF PEOPLE INVOLVED

Mode 1. No Observers.

Can have only one person, but normally would range up to eight.

Mode 2. Observers.

Same as Mode 1, except that the number of observers can be very high. For example, with suitable arrangements, a television audience can view the exercise and learn from the discussion that goes on.

FACILITIES REQUIRED

Mode 1. With no observers, what is needed is a suitably programmed computer, an input device connected to the computer (by remote telephone line), a set of TV display units for the computer to communicate with the participants, a group leader, a data manager who handles information flow to the computer, and a comfortable working environment for the group of participants.

Mode 2. Additional space for observers, and display units they can see, or appropriate facilities for remote telecasting.

TIME REQUIRED

Variable, depending on the amount of preparation, the difficulty of the problems, the number of participants, and the reliability of the equipment and data manager. Can take as little as 30 minutes on simple exercises, and can consume several sessions ranging from 2 to 4 hours each.

8 COST

Cost per hour is about \$30 to \$40 for equipment, plus the cost of time of the participants, if Mode 1 is used. If Mode 2 is used, costs would be considerably higher, if telecasting is used.

9 APPROPRIATE CONDITIONS

Use when a set of ideas is available, and there is a need to understand better how these ideas relate to each other.

0. OUTLINE OF METHODOLOGY

- A. Start with a set of elements (ideas) germane to some learning theme.
- B. Determine a type of contextual relation relevant to these elements, which can be used to develop a structure.
- C. Determine whether the contextual relation appears to be transitive in character. If it is not, the method does not apply.
- D. Supply the element set and relation to the computer.
- E. Arrange the facilities and collect the group.
- F. The computer puts questions to the group, to which the group responds. Majority voting is used to determine responses to the computer questions.
- G. The computer structures the collective responses.
- H. The element set is sharpened as the process proceeds.
- I. The computer-generated structure is corrected, using computer assistance.
- J. If the structure contains cycles, further attention may be given to the fine structure of the cycles. The computer can assist in this process.
- K. If desired, the cycles themselves may be partially structured, by working with a subset of cycles called geodetic cycles.
- L. Documentation is written to explain the structures evolving from this process.

REFERENCES

J.N. Warfield, Structuring Complex Systems, Battelle Monograph No. 4, April, 1974.

## WHAT IS "ISM"

Interpretive Structural Modeling (ISM) is a particular computer-aided technique for generating a contextual map, or "structural model", of a complex issue. There are five basic concepts and three basic operational steps involved in application of the technique, as shown in the attached two figures. Given an issue context, the first task is to extract a set of relevant elements and a meaningful relational statement. On the basis of a systematic investigation of whether or not the relational statement holds among pairs of elements, and using computer aids to perform routine bookkeeping and logical operations, a complete relational pattern is established in the form of a directed graph, or "digraph". The digraph is examined for completeness and possible reinterpretation of relational links, perhaps even iterating through the computer-aided step with revised element sets or relational statements. Appropriate interpretive symbols and/or notation are then introduced to produce an interpretive structural model. The attached figures are both examples of interpretive structural models; each represents a different way to present the same information.

Potential ISM application contexts include:

- Issue analysis

To explore the adequacy of a proposed list of conceptual elements for illuminating a specified context

- Learning

To develop a deeper understanding of the meaning and significance of a specified list of elements

- Action or policy analysis

To identify particular areas for policy action which offer advantages or leverage in pursuing specified objectives.

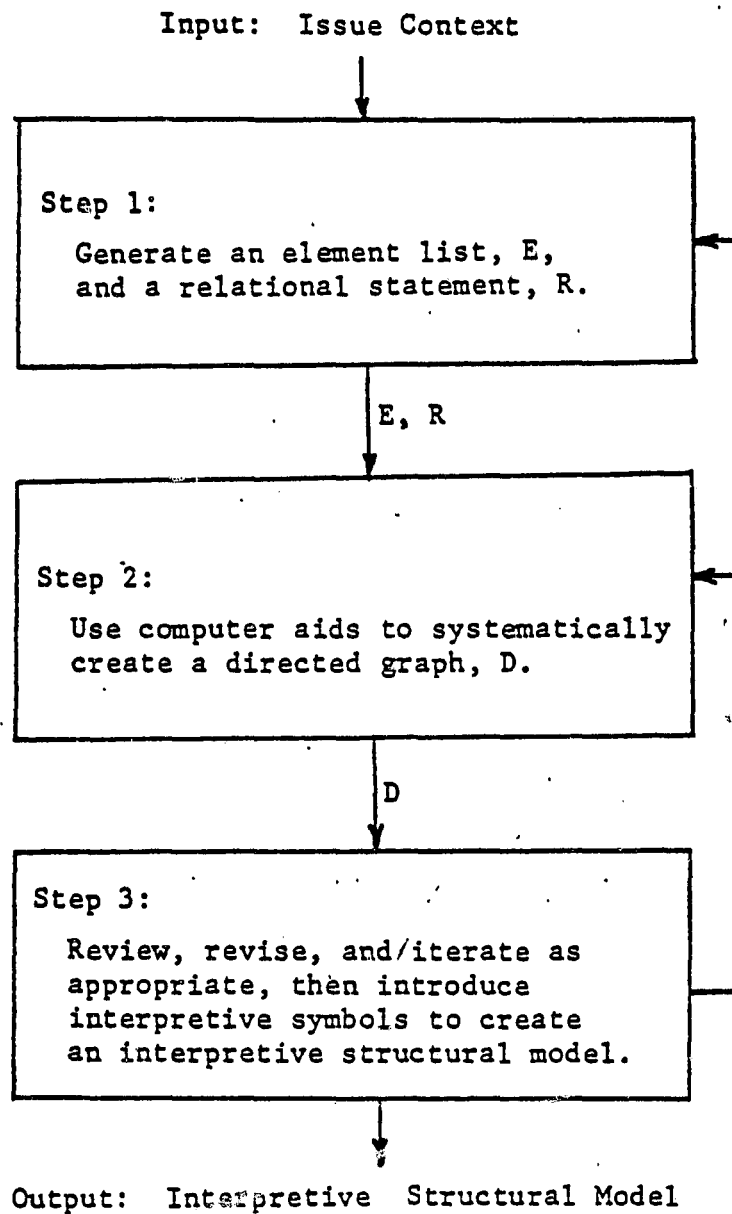


FIGURE A-2. THE BASIC OPERATIONAL STEPS FOR APPLICATION OF THE ISM TECHNIQUE.



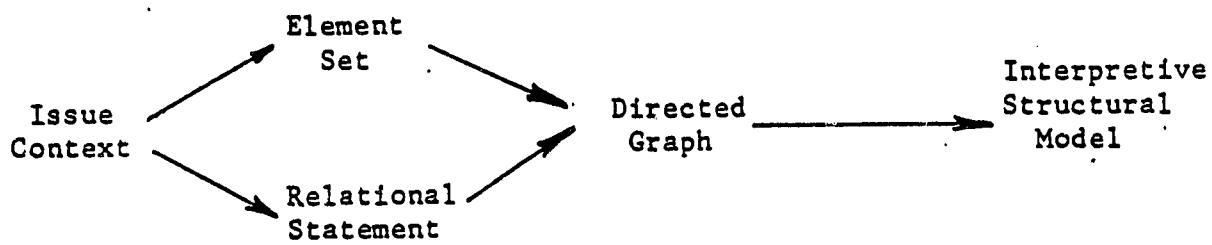


FIGURE A-1. THE BASIC CONCEPTUAL ELEMENTS OF THE INTERPRETIVE STRUCTURAL MODELING TECHNIQUE (Arrows denote the presence of activities whereby elements to the left are examined and elaborated in order to determine the elements to the right.)

ATTACHMENT D

This attachment presents the ranked order of the element set achieved through the use of ISM.

ATTACHMENT D-1

ISM RANKING OF ELEMENT SET

1. (KK) Any diagnosed psychological-psychiatric problem  
(H) Inmate has a history of intentional violence

\*\*\*\*\*

2. (M) Public pressure regarding inmate or his case  
(BB) Inmate requires exceptional supervision  
(EE) Inmate is involved in identified pressure situations  
(E) Mandatory time served requirements

\*\*\*\*\*

3. (S) Disciplinary record of inmate  
(CC) Release program of the inmate

\*\*\*\*\*

4. (FF) Inmate has warrants and detainers outstanding  
(C) The offense involved violence  
(U) The number of escapes and/or prior escapes  
(A) The primary offense (current commitment)  
(D) Length of sentence  
(F) Percent of sentence already served  
(G) Other active or inactive commitments  
(N) Prior adult criminal record  
(V) Inmate has an escape M.O.  
(AA) Behavioral characteristics of the inmate  
(HH) History of prior institutional adjustment

\*\*\*\*\*

5. (T) Inmate has known skills indicating potential for violence  
or escape

\*\*\*\*\*

6. (JJ) Program participation record of the inmate

\*\*\*\*\*

7. (P) Prior community supervision record  
(Z) The inmate has homosexual tendencies

\*\*\*\*\*

8. (L) The inmate has known affiliations  
(J) The victim had a handicap

\*\*\*\*\*

9. (W) The age of the inmate  
(DD) The family environment of the inmate  
(GG) The inmate is a youthful offender

\*\*\*\*\*

10. (Y) Medical Grade

\*\*\*\*\*

11. (B) Primary offense reduced as a result of plea bargain  
(I) Sex of inmate as related to sex of victim  
(K) Age of victim  
(O) Prior juvenile record of the inmate  
(R) The status of the inmate prior to sentencing  
(LL) Charge reduced as a result of plea bargain  
(MM) Other counts dropped as a result of plea bargain

\*\*\*\*\*

12. (X) The employment status of the inmate prior to arrest  
(Q) Military Record  
(II) Class of felony for the inmate's primary offense

ATTACHMENT D-2

RANKING OF SUB-ELEMENTS

A. PRIMARY OFFENCE - CURRENT COMMITMENT

1. Murder, 1st degree
2. Murder, 2nd degree
3. Manslaughter
4. Arson
5. Sexual Battery/Forcible Rape
6. Robbery
7. Aggravated Assault
8. Armed Burglary
9. Child Molesting
10. Escape
11. Riot
12. Strike in Correctional Institution
13. Kidnapping
14. Mayhem
15. Terrorist/Bombing Acts
16. Possession Weapon in Prison
17. Assault w/intent to Kill
18. Shooting into a Building
19. Cruelty to Children
20. Possession of Explosives
21. Resisting an Officer
22. Murder, 3rd degree
23. Other Violent Crimes
  
23. Unarmed Burglary
24. Larceny
25. Auto Theft
26. Forgery
27. Narcotics
28. Incest
29. Aggravated Battery
30. Breaking and Entering
31. Possession of Concealed Weapon
32. Manslaughter (Auto)
33. Other-Non Violent Crimes

B. PRIMARY OFFENSE REDUCED AS A RESULT OF PLEA BARGAIN

1. Class of Felony Reduced to Life Felony
2. Class of Felony Reduced to 1st Degree Felony
3. Class of Felony Reduced to 2nd Degree Felony
4. Class of Felony Reduced to 3rd Degree Felony
5. No Reduction

C. OFFENSE-RELATED VIOLENCE Resulting in:

1. Death of Law Enforcement Officer
2. Death (Public)
3. Injury of Law Enforcement Officer
4. Personal Injury (Public)
5. Threat to Person
6. Property Damage
7. None

D. LENGTH OF SENTENCE In years:

1. Death
2. Life
3. 51 and up
4. 21-50
5. 11-20
6. 7-10
7. 6
8. 5
9. 4
10. 3
11. 2
12. 1

E. MANDATORY TIME-SERVED REQUIREMENTS

1. 25 Years
2. Multiple Consecutive 3-Year Term
3. 3 Years
4. None

F. PERCENT OF TIME SERVED RELATIVE TO CURRENT RELEASE DATE

1. 0-10%
2. 11-20%
3. 21-30%
4. 31-40%
5. 41-50%
6. 51-60%
7. 61-70%
8. 71-80%
9. 81-90%
10. 91%-Expiration

## G. OTHER ACTIVE/INACTIVE COMMITMENTS

1. Murder, 1st degree
  2. Murder, 2nd degree
  3. Manslaughter
  4. Arson
  5. Sexual Battery/Forcible Rape
  6. Robbery
  7. Aggravated Assault
  8. Armed Burglary
  9. Child Molesting
  10. Escape
  11. Riot
  12. Strike in Correctional Institution
  13. Kidnapping
  14. Mayhem
  15. Terrorist/Bombing Acts
  16. Possession Weapon in Prison
  17. Assault w/intent to Kill
  18. Shooting into a Building
  19. Cruelty to Children
  20. Possession of Explosives
  21. Resisting an Officer
  22. Murder, 3rd degree
  23. Other Violent Crimes
- 
23. Unarmed Burlary
  24. Larceny
  25. Auto Theft
  26. Forgery
  27. Narcotics
  28. Incest
  29. Aggravated Battery
  30. Breaking and Entering
  31. Possession of Concealed Weapon
  32. Manslaughter (Auto)
  33. Other-Non Violent Crimes

## H. HISTORY OF VIOLENCE RESULTING IN:

1. Death of Law Enforcement Officer
2. Death (Public)
3. Injury to Law Enforcement Officer
4. Personal Injury (Public)
5. Threat to Person
6. Property Damage
7. None

## I. VICTIM SEX RELATIVE TO OFFENDER SEX

1. Female Victim - Male Offender
2. Male Victim - Female Offender
3. Female Victim - Female Offender
4. Male Victim - Male Offender
5. No Victim

## J. VICTIM HANDICAP

1. Both
2. Mental Handicap
3. Physical Handicap
4. None

## K. AGE OF VICTIM

1. Under 12
2. 12-14
3. 60 and Over
4. 15-17
5. 18-25
6. 26-59
7. Not Applicable - NO VICTIM

## L. KNOWN AFFILIATIONS

1. Political Terrorists
2. Organized Gangs
3. Organized Crime
4. Activist Groups
5. None

## M. PUBLIC PRESSURE

1. Law Enforcement Interest
2. Victim or Victim Family Interest
3. Legislative Inquiry  
Executive Inquiry  
Personal Notoriety  
Case Notoriety
4. The Judge's Recommendation  
The Prosecutor's Recommendation
5. General Citizen Interest
6. Offender Family Interest  
Special Interest Group Inquiry
7. None



N. PRIOR ADULT CRIMINAL RECORD

1. Adjudicated Habitual Offender
2. Felony Convictions
3. Felony Arrests
4. Misdemeanor Convictions
5. Misdemeanor Arrests
6. Number of Arrests within 3 Years Prior to this Incarceration

O. PRIOR JUVENILE CRIMINAL RECORD

1. Juvenile Detention
2. Adjudicated Delinquency
3. Juvenile Arrests

P. COMMUNITY SUPERVISION RECORD

1. MCR Revocations for New Offences
2. Parole Revocation for New Offences
3. Probation Revocation for New Offences
4. Parole Revocation for Technical Reasons
5. MCR Revocation for Technical Reasons
6. Probation Revocation for Technical Reasons

Q. MILITARY RECORD

1. Dishonorable Discharge
2. Less than Honorable Discharge
3. Honorable Discharge

R. STATUS PRIOR TO SENTENCING

1. Confined
2. Forfeited Bond/Any Amount
3. Released on Bond
4. Released on Recognizance

## S. DISCIPLINARY RECORD

Group 1  
Group 2  
Group 3  
Group 4  
Group 5  
Group 6  
Group 7  
Group 8  
Group 9  
Group 10  
Corrective Consultations

YET TO BE ACCOMPLISHED BY DC

## T. KNOWN SKILLS INDICATING POTENTIAL FOR VIOLENCE/ESCAPE

1. Firearms
2. Explosives
3. Incendiaries
4. Martial Arts
5. Locksmith
6. Electronics
7. Other
8. None

## U. NUMBER OF ESCAPES/ATTEMPTED ESCAPES

1. From Major Institution (road prisons, vocational centers and forestry camp)/Close Custody at Time of Escape
2. From Other Non- DC Facility
3. From Major Institution (road prisons, vocational centers and forestry camp)/Medium Custody at Time of Escape
4. From Major Institution (road prisons, vocational centers and forestry camp)/Minimum Custody at Time of Escape
5. From CCC
6. From Non- DC Community Treatment Center

## V. ESCAPE MODUS OPERANDI

1. Violence against Staff (DC)
2. Hostage/ DC Staff
3. Weapons
4. Violence against Public
5. Hostage/Public
6. Organized Plan
7. DC Employee Assistance
8. Public Assistance
9. Other

## W. OFFENDER AGE

1. Under 15
2. 15-20
3. 21-24
4. 25-39
5. 40-59
6. 60 or Older

## X. EMPLOYMENT PRIOR TO ARREST

1. Unemployed
2. Part Time
3. Student
4. Full Time
5. Unemployed/Disabled
6. Other

## Y. MEDICAL GRADE

1. 1
2. 2
3. 3
4. 4

## Z. HOMOSEXUAL TENDENCIES

1. Verified
2. Admitted

## AA. BEHAVIORAL CHARACTERISTICS

1. Homicidal
2. Sadistic
3. Unable to Handle Stress  
Suicidal
4. Subject to Halluncination  
Paranoid
5. Abusive  
Aggressive
6. Deal in Contraband  
Uses Alcohol or Drugs  
Low Tolerance for Frustration  
Hostility with Respect to Authority
7. Non-Conformist
8. Threatening
9. Masochistic  
Retarded

10. Manipulative
11. Argumentative
12. Pliable
13. Other
14. Lack Initiative

## BB. REQUIRES EXCEPTIONAL SUPERVISION

1. Requires Restraint for Aggressive/Assaultive Behavior
2. Required for Personal Protection of the Inmate (i.e., Law Enforcement Employment Prior to Commitment, etc.)
3. Informant known to the Inmate Population
4. None

## CC. RELEASE PROGRAM

1. Mutual Participation Program Contract
2. Pre-Parole Work Release Approval
3. Parole Approval

## DD. FAMILY ENVIRONMENT

1. Family Crime
2. Family Cannot Visit
3. No Family Ties
4. Transient Family
5. Any Family Member Alcoholic/Drug Abuse
6. Head of Family Desertion
7. Head of Family Chronic Unemployed

## EE. IDENTIFIED PRESSURE SITUATION

Death in Immediate Family  
 Serious Illness in Immediate Family  
 Divorce  
 Separation  
 Infidelity  
 Revelation of Unknown Warrants/Detailers  
 Other Deterioration in Family Situation  
 Financial Problems  
 Release/Loss of Close Friend  
 Involvement in Pending Investigation  
 Being Denied Parole  
 Adverse Results in Pending Litigation  
 Other  
 Pressure From Other Inmate(s)  
 Observed State of Depression/Cause Undetermined  
 Institutional Pressure (i.e., Inmate Cannot Adjust to Confinement  
 or Routine)  
 None

## FF. WARRANTS AND DETAINERS OUTSTANDING

1. Other State Felony Sentenced
2. Federal Felony Sentenced
3. Florida Felony Adjudication Pending
4. Other State Felony Adjudication Pending
5. Federal Felony Adjudication Pending
6. Misdemeanor Pending
7. Misdemeanor Sentenced
8. Unofficial Notification
9. None

## GG. YOUTHFUL OFFENDER STATUS

1. Yes
2. No

## HH. PRIOR INSTITUTIONAL ADJUSTMENT

1. None
2. Demonstrated Unusual or Exceptional Lack of Cooperation with Institutional Staff
3. Demonstrated Unreliability on Work Assignments
4. Demonstrated Exceptional Maladjustment of Unadaptability to Institutional Routine/Supervision

## II. CLASS OF FELONY (PRIMARY OFFENSE - CURRENT COMMITMENT)

1. Capital
2. Life
3. 1st Degree
4. 2nd Degree
5. 3rd Degree

## JJ. PROGRAM PARTICIPATION

Psychiatric Counseling  
Psychological Counseling  
Drug Counseling  
AA Counseling  
Academic (GED) Program  
Junior College Program  
Bible Study  
Choir  
Arts and Crafts Program  
Music  
Jaycees  
Human Relations

Other Self-Enrichment Programs  
Vocational Training Certificate  
Community Drug Program  
Other Programs  
Work Programs

YET TO BE ACCOMPLISHED BY DC

KK. DIAGNOSED PSYCHOLOGICAL-PSYCHIATRIC PROBLEM

1. Psychotic - Not in a State of Remission
2. Psychotic - In State of Remission
3. None

LL. CHARGE REDUCED AS A RESULT OF PLEA BARGAIN

1. Charge Reduced
2. Charge Not Reduced

MM. COUNTS DROPPED AS A RESULT OF PLEA BARGAIN

1. Other Counts Dropped
2. No Counts Dropped

ATTACHMENT F

This attachment consists of a copy of the Users Manual for Inmate Custody Classification published by the Florida Department of Corrections.

FLORIDA DEPARTMENT OF CORRECTIONS

USER'S MANUAL  
FOR  
INMATE CUSTODY CLASSIFICATION

This document is designed for the use of Department of Corrections personnel to assist in the preparation and submittal of three custody classification forms used by the Department.

- The Initial Inmate Classification Questionnaire
- The Inmate Classification Questionnaire
- The Report of Inmate Classification Action

The purpose of these three forms is to provide uniform, equitable and appropriate classification of prison inmates. They are intended to assure that the inmate custody classification decision is made for all inmates in the same manner, using the same criteria, weighted equally. At the same time, the Department recognizes the value of incorporating the years of formal training, experience and sound professional judgement of classification staff in the decision-making process. Furthermore, it is understood that systems dealing with the classification of human beings must be somewhat flexible if it is to be truly reasonable and responsive to individual needs. Therefore, these forms have been designed to provide a standard method of classification that is subject to override by the professional staff for documented cause.

All staff are encouraged to exercise appropriate discretion and judgement in the interpretation and use of the methods represented by these forms. The standard criteria reflected in the scored



questionnaire is intended to be dynamic. That is, it is meant to be changed; to evolve with the changing inmate population and to incorporate new knowledge and understanding of the classification process as this knowledge becomes available.

This is accomplished by allowing the classification staff to make continuous input through the written comments on the "Report of Classification Action". These comments are required when the score from the questionnaire is judged to be inappropriate for other reasons known to staff. When, in the professional judgement of the classification team, the standard is not appropriate for a particular inmate, the overriding considerations need to be listed in clear, concise and commonly defined terms that permit valid scientific analysis. (This will be discussed further in later sections of the Manual.) If exceptions to the rule become frequent enough that they are no longer exceptions, they will be included as standard criteria to be used in all classification decisions.

Therefore, users of this system are encouraged to carefully consider all significant factors particular to the classification of each individual, whether stated on the forms or not. Classification teams are to exercise override whenever it is determined to be appropriate. It should be noted, however, that the basis for the development of this criteria reflects the best thinking and experience of the Task Force on Inmate Custody Classification and months of effort by consultants and staff of the Department. The responsibility for deviating from the standards set forth on these forms should not be taken lightly. The validity of the decision to classify by exception must stand the tests of time and reason. Superintendent, Classification Supervisors

or their designated representatives are to be kept informed when exceptions are made to the normal classification process and should carefully review such exercises of discretion by classification staff.

There are four Chapters of the User's Manual.

- Instructions for completing the "Initial Inmate Classification Questionnaire"
- Instructions for completing the "Inmate Classification Questionnaire"
- Instructions for completing the "Report of Inmate Classification Action"
- Instructions and procedures for processing the "Inmate Classification Questionnaire" and "Report of Inmate Classification Action"

Any questions not fully answered by the Manual may be addressed to Central Office staff or either:

Classification Coordinator  
Adult Services Program Office  
Telephone: (904) 488-3940  
SC 278-3940

or

Research & Statistics Administrator  
Bureau of Planning, Research &  
Statistics  
Telephone: (904) 488-2335  
SC 278-2335

### ATTACHMENT E

This attachment presents the Initial Inmate Classification Logic Diagram (decision tree) and the Inmate Reclassification Logic Diagram. These are maps of the decision processes. Each element vertically listed on the right or left side corresponds to a decision point at that horizontal level. These logic diagrams are the basis for the point values assigned to the Initial Inmate Classification Questionnaire and the Inmate Classification Questionnaire.

These diagrams may be found in the inside cover pockets of the Users Manual presented as Attachment F.

Logic diagram will be transmitted when they become available from the printer.

**END**