



# FLORIDA DEPARTMENT OF CORRECTIONS.

LOUIE L. WAINWRIGHT, SECRETARY

## Research Report

USER'S MANUAL  
FOR  
INMATE CUSTODY CLASSIFICATION

**Bureau of Planning,  
Research & Statistics**

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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

## CHAPTER I

### INSTRUCTIONS FOR COMPLETING THE INITIAL INMATE CLASSIFICATION QUESTIONNAIRE

There are two Inmate Classification Questionnaire forms used by the Department.

Initial Inmate Classification Questionnaire; to be used in determining the first official assignment of custody at the conclusion of the reception process upon admission to the Department of Corrections.

Inmate Classification Questionnaire; to be used in all subsequent classification actions (other than initial) as required under the Department Policy and Procedure Directives #4.07.21 and #4.07.22.

This Chapter provides instructions for completing the Initial Inmate Classification Questionnaire. This Questionnaire consists of 15 questions about the inmate to determine which initial custody status he should receive. The assignment of a standard, general range custody status is based upon the total of the "points" given for each true statement about the offender.

It is important for the user to understand that the points for one question do not indicate the relative value or importance of that item when compared to any other question. In other words, the "3" points awarded because the inmate is determined to be sadistic in Question #12 does not imply that being sadistic is "3" times as "important to classification" as the one point received in Question #7 for the sentence of 7 to 10 years.

These point values are established only as a means of determining to which set of inmates (of over 200 different groups) that the inmate being classified belongs, according to the answers given on the questionnaire. Each of these groups has been assigned a custody status on a "Decision Logic Diagram" that is attached at the end of this manual. The total of the points assigned to each item will always result in the offender being assigned a relative custody status that corresponds to his position on the Initial Classification Logic Diagram.

To use the Initial Inmate Classification Questionnaire, simply start at Question #1 and determine if the answer is true for the inmate being classified. If the answer is true, black in the circle located on the score sheet using a #2 lead pencil. If the circle you have marked has a point value, record the score in the space provided on the right. When you have completed a section, add the points recorded for the questions of that section. Follow the instructions at the end of each section for determining a total score to be used in assignment of a custody status.

General custody status will be determined for each inmate by using the following table:

<u>Custody</u>	<u>Score</u>
Minimum	0-3; 4 with comment
Medium	4-5; 3 or 6 with comment
Close	6 or more; 5 with comment

The overall score is the sum total of points accumulated for the two sections of the Initial Questionnaire. Adjustments by comment may be

made by entries recorded on the Report of Classification Action covered in Chapter III of the Manual.

Section I consists of questions #1 through #5 that determine whether the inmate should be classified "close" custody for any single factor that carries a point value of "10". Upon completion of Section I, the inmate will have a score of either "10" or the total points awarded in this Section if less than 10.

Section II consists of questions #6 through #14. If 10 points are not awarded in Section I, responses to the questions in this section will place the inmate in one of the three custody groups. Answers to questions in this Section will provide a score from "0" to "17".

The remainder of this Chapter will examine each of the questions that the user will be required to answer. It is hoped that this Manual will help the user to understand the intent of the question as well as to provide standard definitions (insofar as this is possible) of terms used in the Initial Questionnaire. General instructions for completing the Initial Questionnaire are included on the form. Mark the circle provided whenever a statement is determined to be true for the offender being classified. Please mark the entire circle by blackening the area provided.

The following is an example of the actual question as it appears on the questionnaire. Any section in this manual so outlined, is to be found on the questionnaire itself.

● Question #1 (Section I):

The inmate has been diagnosed by professional staff as:

- a) Actively psychotic (not in a state of remission)
- b) Psychotic, but in a state of remission

<u>POINTS</u>	<u>SCORE</u>
<input type="radio"/> 10	_____
<input type="radio"/> 0	

If psychiatric reports indicate that the inmate is actively psychotic at the time of this report, indicate that a) is a true statement and add 10 points to his score. All such inmates should be designated as requiring "close" custody. If the inmate has ever been diagnosed as psychotic insofar as available records indicate, but he is in a state of remission at the time of this report, indicate that b) is a true statement. If there is sufficient evidence to believe that the inmate is actively psychotic, but no professional documentation is available to support this determination, mark the question as a true statement and seek appropriate professional diagnosis to support or negate this action.

No points are added for a "b") response at this time. However, entry of this information will allow analysis to be conducted to determine if point values should be assigned if such people are frequently involved in incidents of escape, assault, or violations of the Department's Rules of Prohibited Conduct. In addition, analysis of data regarding subsequent escapes, assaults or other infractions of the Rules of Prohibited Conduct, when compared to those designated as b) for this question, may enable preliminary determination of frequency of problem-types of behavioral characteristics among inactively psychotic inmates.



<p>● <u>Question #2</u> (Section I):</p> <p>The inmate is under sentence of death</p>	<p><u>POINTS</u></p> <p>○ 10</p>	<p><u>SCORE</u></p> <p>_____</p>
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If this is a true statement, blacken the circle and add 10 points to the score for Section I.

<p>● <u>Question #3</u> (Section I):</p> <p>The inmate received a life sentence with one or more 25 year mandatory requirements.</p>	<p><u>POINTS</u></p> <p>○ 10</p>	<p><u>SCORE</u></p> <p>_____</p>
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If the offender is under a minimum mandatory sentence of 25 years blacken the circle and add 10 points to the score for Section I.

<p>● <u>Question #4</u> (Section I):</p> <p>The inmate has escaped during the last five years:</p> <p>a) From a major institution, road prison or vocational center/close custody at the time of escape</p> <p>b) From close custody non-D.C. facility (i.e., jail)</p> <p>c) From a major institution, road prison, or vocational center/medium custody at the time of escape</p> <p>d) From an other D.C. or non-D.C. facility/medium custody at the time of escape</p> <p>e) From a major institution, road prison or vocational center minimum custody at the time of escape</p> <p>f) From a C.C.C.</p> <p>g) From an other D.C. or non-D.C. facility/minimum custody at the time of escape</p>	<p><u>POINTS</u></p> <p>a) ○ 10</p> <p>b) ○ 10</p> <p>c) ○ 2</p> <p>d) ○ 2</p> <p>e) ○ ∅</p> <p>f) ○ ∅</p> <p>g) ○ ∅</p>	<p><u>SCORE</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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If the inmate's record indicates that he/she has escaped while serving the current sentence or a previous sentence, during the 5-year period preceding the date of completing this questionnaire, select the response that best describes the type of facility from which he/she escaped and his/her custody at the time of escape. Add 10 points to

the score for Section I if a) or b) is indicated; add 2 points to this score if c) or d) is marked.

A "non-D.C. facility" would include federal, state or local level detention, correction or hospital facilities used to incarcerate persons accused or convicted of criminal offenses.

If no entry is appropriate because the inmate has not escaped, Skip Question #5 and compute the score for Section I.

<u>Question #5</u> (Section I:)	<u>POINTS</u>	<u>SCORE</u>
The inmate escaped during the last five years with a modus operandi that involved:		
a) violence against DC staff	a) <input type="radio"/> 10	_____
b) taking a hostage of DC staff	b) <input type="radio"/> 10	_____
c) weapons	c) <input type="radio"/> 10	_____
d) violence against a private citizen	d) <input type="radio"/> 10	_____
e) taking as hostage a private citizen	e) <input type="radio"/> 10	_____
f) an organized plan	f) <input type="radio"/> 10	_____
g) assistance by DC staff	g) <input type="radio"/> 10	_____
h) assistance by a private citizen (accomplice)	h) <input type="radio"/> 10	_____

If there is any entry made for Question #4, whether points were awarded or not, determine if the escape of the inmate included any of the elements listed in Question #5.

"An organized plan" refers to any scheme or program of action indicating that the escape was premeditated rather than simply being a response to an immediate opportunity that presented itself.

Violence or hostage taking may occur at any stage of the escape. Any new violent offenses committed while the inmate was on escape status should be considered in response to this question only if they were related to the escape itself.

"Assistance" by either DC staff or a private citizen should be limited to pre-planned, voluntary, intentional aid rather than negligent or unintentional assistance.



Section I Score:

Add the total points for Questions #1 through #5. Place the score in the space provided on the Questionnaire:

THE TOTAL SCORE FOR ITMES 1 THROUGH 5 IS \_\_\_\_\_."

If the total score is greater than 10, place a "10" in the box on the right, or else insert the total points awarded for questions #1 through #5, indicating the score for Section I.....TOTAL

When this is completed, GO ON TO ITEM 6.

It should be noted that an award of 10 points in Section I will automatically result in the award of a "close" custody status for this inmate. However, Section II and III should be completed in the event that mitigating factors may be present that would indicate that a reduction in grade may be appropriate. By completing the remainder of the questionnaire for all inmates, at least for the period that this system is being initially evaluated, much valuable information will be available for more thorough analysis of offenders in custody.

● Question #6 (Section II):

POINTS      SCORE

The inmate's primary offense of his/her current commitment is: (Check one only)

a) Murder, 1st degree	a) <input type="radio"/>	2	_____
b) Murder, 2nd degree	b) <input type="radio"/>	2	_____
c) Manslaughter	c) <input type="radio"/>	2	_____
d) Arson	d) <input type="radio"/>	2	_____
e) Sexual Battery/Forcible Rape	e) <input type="radio"/>	2	_____
f) Robbery	f) <input type="radio"/>	2	_____
g) Aggravated Assault	g) <input type="radio"/>	2	_____
h) Armed Burglary	h) <input type="radio"/>	2	_____
i) Child Molesting	i) <input type="radio"/>	2	_____
j) Escape	j) <input type="radio"/>	2	_____
k) Riot	k) <input type="radio"/>	2	_____
l) Strike in Correctional Institution	l) <input type="radio"/>	2	_____
m) Kidnapping	m) <input type="radio"/>	2	_____
n) Mayhem	n) <input type="radio"/>	2	_____
o) Terrorist/Bombing Act	o) <input type="radio"/>	2	_____
p) Possession Weapon in Prison	p) <input type="radio"/>	2	_____
q) Assault w/intent to Kill	q) <input type="radio"/>	2	_____
r) Shooting into a Building	r) <input type="radio"/>	2	_____
s) Cruelty to Children	s) <input type="radio"/>	2	_____
t) Possession of Explosives	t) <input type="radio"/>	2	_____
u) Resisting an Officer	u) <input type="radio"/>	2	_____
v) Murder, 3rd degree	v) <input type="radio"/>	2	_____
w) Other Violent Offenses	w) <input type="radio"/>	2	_____
x) Unarmed Robbery	x) <input type="radio"/>	0	_____
y) Larceny	y) <input type="radio"/>	0	_____
z) Auto Theft	z) <input type="radio"/>	0	_____
aa) Forgery	aa) <input type="radio"/>	0	_____
bb) Narcotics	bb) <input type="radio"/>	0	_____
cc) Incest	cc) <input type="radio"/>	0	_____
dd) Aggravated Battery	dd) <input type="radio"/>	0	_____
ee) Breaking and Entering	ee) <input type="radio"/>	0	_____
ff) Possession of a Concealed Weapon	ff) <input type="radio"/>	0	_____
gg) Manslaughter	gg) <input type="radio"/>	0	_____
hh) Other Non-Violent Crimes	hh) <input type="radio"/>	0	_____

Indicate the most serious offense for which the inmate is currently under sentence. This applies to all pending consecutive sentences as well as the most serious of any multiple offenses for which the inmate is sentenced concurrently on his present commitment.

● Question #7 (Section II):

The inmate is under total length of sentence of:  
 (Add all sentences, either current or pending, and  
 round off the nearest year)

		<u>POINTS</u>	<u>SCORE</u>
a) Life or Death	a) <input type="radio"/>	4	_____
b) 51 Years or More	b) <input type="radio"/>	4	_____
c) 21 - 50 Years	c) <input type="radio"/>	4	_____
d) 11 - 20 Years	d) <input type="radio"/>	3	_____
e) 7 - 10 Years	e) <input type="radio"/>	1	_____
f) 6 Years	f) <input type="radio"/>	1	_____
g) 5 Years	g) <input type="radio"/>	0	_____
h) 4 Years	h) <input type="radio"/>	0	_____
i) 3 Years	i) <input type="radio"/>	0	_____
j) 2 Years	j) <input type="radio"/>	0	_____
k) 1 Year	k) <input type="radio"/>	0	_____

Determine the longest time to be served by the inmate including all pending sentences he/she has received. This question relates to total length of sentence, not to his expected time served before Tentative Expiration Date.

Round a sentence with a increment of less than six months to the next lower whole year (for all sentences over 1 year). Any sentence of less than 1 year will be treated as 1 year. Likewise, round any increment of six months or over (i.e., two-years-and-nine-months) to the next higher full year (i.e., three years).

Example:

An inmate with two concurrent sentences; one of seven-years-and-six-months and one of five years, respectively, and who has a sentence of three years consecutive to the longer sentence. His length of sentence would be seven-and-one-half years (concurrent), plus three years

(consecutive) for a total of ten-and-one-half years rounded to eleven years. The questionnaire for this inmate will be marked as "d)" and he will receive three points for Question #7.

<u>Question #8</u> (Section II):		<u>POINTS</u>	<u>SCORE</u>
His/her current offense involved intentional violence resulting in: (Check only one)			
a) Death of a criminal justice official	a) <input type="radio"/>	1	_____
b) Death of a private citizen	b) <input type="radio"/>	1	_____
c) Personal injury of a criminal justice official	c) <input type="radio"/>	1	_____
d) Personal injury of a private citizen	d) <input type="radio"/>	1	_____
e) Threat to a person	e) <input type="radio"/>	∅	
f) Property damage	f) <input type="radio"/>	∅	

If the inmate has been adjudicated guilty of a criminal offense involving death or personal injury that is the result of an intentional act of violence by the inmate, he will receive one point to be added to his score for Section II. This applies to all convictions for which sentences are currently being served or for which sentences are pending under future commitments. If there were multiple deaths or injuries, mark the most serious of those listed.

<u>Question #9</u> (Section II):		<u>POINTS</u>	<u>SCORE</u>
The inmate has a verified history involving intentional violence that resulted in: (Check one only)			
a) Death of a criminal justice official	a) <input type="radio"/>	1	_____
b) Death of a private citizen	b) <input type="radio"/>	1	_____
c) Personal injury of a criminal justice official	c) <input type="radio"/>	1	_____
d) Personal injury of a private citizen	d) <input type="radio"/>	1	_____
e) Threat to a person	e) <input type="radio"/>	∅	
f) Property damage	f) <input type="radio"/>	∅	

If the inmate has ever been adjudicated guilty of a criminal offense involving death or personal injury that is the result of an intentional act of violence by the inmate, mark the correct item that best applies. This does not include offenses for which the inmate was arrested or charged but not prosecuted and found guilty.

If no disposition has been reported, make every attempt to verify adjudication of guilt within appropriate time constraints. If no disposition can be established, do not add to the score for offenses with no recorded disposition.

<p>● <u>Question #10</u> (Section II):</p> <p>The inmate has been sentenced consecutively to more than one three-year mandatory minimum sentence</p>	<table border="1"> <thead> <tr> <th data-bbox="1055 764 1218 829">POINTS</th> <th data-bbox="1218 764 1526 829">SCORE</th> </tr> </thead> <tbody> <tr> <td data-bbox="1055 829 1218 970">○ 3</td> <td data-bbox="1218 829 1526 970">_____</td> </tr> </tbody> </table>	POINTS	SCORE	○ 3	_____
POINTS	SCORE				
○ 3	_____				

If the inmate has been committed to the custody of the Department on more than one sentence under F.S.775.087, ("the gun law") to be served consecutively, add three points to the score for Section II.

<p>● <u>Question #11</u> (Section II):</p> <p>It has been determined that the inmate currently has a need for one or more of the following programs:</p>	<table border="1"> <thead> <tr> <th data-bbox="876 1201 1136 1501">PROGRAM NEEDS</th> <th data-bbox="1136 1201 1526 1501">POINTS</th> </tr> </thead> <tbody> <tr> <td data-bbox="876 1501 1136 1564">a) Psychiatric Counseling</td> <td data-bbox="1136 1501 1526 1564">a) <input checked="" type="radio"/> 0</td> </tr> <tr> <td data-bbox="876 1564 1136 1606">b) Psychological Counseling</td> <td data-bbox="1136 1564 1526 1606">b) <input type="radio"/> 0</td> </tr> <tr> <td data-bbox="876 1606 1136 1648">c) Drug Counseling</td> <td data-bbox="1136 1606 1526 1648">c) <input type="radio"/> 0</td> </tr> <tr> <td data-bbox="876 1648 1136 1690">d) AA Counseling</td> <td data-bbox="1136 1648 1526 1690">d) <input type="radio"/> 0</td> </tr> <tr> <td data-bbox="876 1690 1136 1732">e) Academic Program</td> <td data-bbox="1136 1690 1526 1732">e) <input type="radio"/> 0</td> </tr> <tr> <td data-bbox="876 1732 1136 1774">f) Vocational Training</td> <td data-bbox="1136 1732 1526 1774">f) <input type="radio"/> 0</td> </tr> <tr> <td data-bbox="876 1774 1136 1816">g) Other _____ explain</td> <td data-bbox="1136 1774 1526 1816">g) <input type="radio"/> 0</td> </tr> <tr> <td data-bbox="876 1816 1136 1871">h) Other _____ explain</td> <td data-bbox="1136 1816 1526 1871">h) <input type="radio"/> 0</td> </tr> </tbody> </table>	PROGRAM NEEDS	POINTS	a) Psychiatric Counseling	a) <input checked="" type="radio"/> 0	b) Psychological Counseling	b) <input type="radio"/> 0	c) Drug Counseling	c) <input type="radio"/> 0	d) AA Counseling	d) <input type="radio"/> 0	e) Academic Program	e) <input type="radio"/> 0	f) Vocational Training	f) <input type="radio"/> 0	g) Other _____ explain	g) <input type="radio"/> 0	h) Other _____ explain	h) <input type="radio"/> 0
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h) Other _____ explain	h) <input type="radio"/> 0																		

been recommended for participation on one or more corrections programs offered by the Department. If the inmate has a deficiency for which any D.C. program is available, mark each appropriate item. Points are not currently added to the inmate's score for the existence of a program need. If future analysis indicates that inmates diagnosed as having a particular identified deficiency are more likely to be involved in escape or assault than others, points may be added at a later date. If the classification team believes that the identified need is serious enough to warrant consideration in the classification decision, you are encouraged to adjust the custody status by exception as described in Chapter III.

● Question #12 (Section II):

Based upon his performance/evaluations during the reception period, during jail or prison confinement preceding this admission, or if the verified available data from sources such as the PSI, indicates that the inmate has exhibited one of the following characteristics: mark the appropriate circle. If the inmate's behavior is observed, place a mark in Column A; if professionally diagnosed, mark Column B. Check only the most serious problem for (a) through (i)

POINTS SCORE

	(A)	(B)	POINTS	SCORE
a) Homicidal	<input type="radio"/>	<input type="radio"/>	3	
b) Sadistic	<input type="radio"/>	<input type="radio"/>	3	—
c) Unable to handle stress	<input type="radio"/>	<input type="radio"/>	1	—
d) Suicidal	<input type="radio"/>	<input type="radio"/>	3	—
e) Subject to hallucination	<input type="radio"/>	<input type="radio"/>	1	—
f) Paranoid	<input type="radio"/>	<input type="radio"/>	1	—
g) Abusive	<input type="radio"/>	<input type="radio"/>	1	—
h) Aggressive	<input type="radio"/>	<input type="radio"/>	1	—
i) Deals in contraband	<input type="radio"/>	<input type="radio"/>	1	—
j) Uses alcohol or drugs	<input type="radio"/>		0	
k) Non-conformist	<input type="radio"/>		0	
l) Threatening	<input type="radio"/>		0	
m) Masochistic	<input type="radio"/>	<input type="radio"/>	0	
n) Retarded	<input type="radio"/>	<input type="radio"/>	0	
o) Manipulative	<input type="radio"/>		0	
p) Argumentative	<input type="radio"/>		0	
q) Pliable	<input type="radio"/>		0	
r) Lacks initiative	<input type="radio"/>		0	
s) Low tolerance for frustration	<input type="radio"/>		0	
t) Exhibits hostility with respect to authority	<input type="radio"/>		0	
u) Fails to accept responsibility for his own actions	<input type="radio"/>		0	

●● POINTS MAY BE AWARDED FOR ITEMS MARKED IN EITHER COLUMN (A) OR (B), OR BOTH



NOTE:

If any items requiring professional diagnosis are observed but not confirmed, blacken the circle on the score sheet labeled "unconfirmed diagnosis". In addition, briefly describe the specific instances upon which this finding is based (in the space provided on the back of the score sheet). Include date(s), describe the event(s), any witnesses to the fact.

Any of these behavioral characteristics may be marked when the inmate's actions are so pronounced as to warrant consideration by staff in increasing custody status. This requires the prudent exercise of professional judgement of staff.

All indications of observed behavior made in response to this question should be substantiated by documented evidence or at least be able to be verified by reasonable statements of fact. Some of these items (a,b,d,f,m and n) should be supported by professional diagnosis based upon psychological/psychiatric reports in the inmate's record.

Items that require professional diagnosis (Column (B)) that are observed, but not confirmed by professional staff, may be marked and points added to the score. However, whenever this option is exercised by staff, specific comments and facts regarding the cause(s) for each item(s) that are marked must be included in the space provided on the

questionnaire. In all such cases, some follow-up action by the classification staff should be made in order to obtain professional diagnosis that would support the non-professional observation.

The following are a list of standard definitions for the terms used in this question:

Homicidal: The inmate exhibits behavior involving repeated desires or attempts (either successful or unsuccessful) to kill. This behavior may occur as an uncomplicated impulse, not necessarily accompanied by depression or exaltation of mind.

Sadistic: The inmate exhibits extremely cruel behavior characterized by a motivation related to a mental disorder, a compulsion, or a sexual perversion in which sexual satisfaction is derived from humiliating or inflicting pain on another being.

Unable to Handle Stress: The inmate is unable to maintain acceptable levels of self-control when confronted with a situation that causes physical or mental tension. Such persons exhibit highly emotional, violent, or disruptive behavior when such a situation is encountered. This behavior should only be noted when such response on the part of the inmate to routine discipline, restriction, institutional control, or personal concerns becomes extreme and/or raises concern relative to increased risk of escape or potential for violence.

Suicidal: The inmate exhibits behavior indicating a serious commitment to taking his own life. While it is difficult to determine the indications of a true suicide attempt, as opposed to acts of self-mutilation done to get attention, staff should be sensitive to any threats of suicide, prolonged periods of clinical depression, prominent anxiety

features, expressed feelings of losing ground, and/or marked hypochondriacal trends. The decision to award points for such inmates should not be made without professional input from psychiatric/psychological staff. In the event of uncertain diagnosis, answer the question according to best judgement in a manner that will insure the safety of the inmate and staff.

Subject to Hallucination: The inmate exhibits behavior indicating that he perceives an external object (or objects) when no such object is present. A hallucination is a sense perception to which there is no external stimulus.

Paranoid: The inmate presents delusions (beliefs that are obviously contrary to demonstrable fact) of persecution of a pretty clearly defined type, well supported and defined by the inmate (in other words, systematized).

Abusive: The inmate's behavior is characterized by repeated verbal attacks against staff and fellow inmates. Such behavior should be noted on the questionnaire when it is continuous or when such outbursts are disruptive and serve to undermine the maintenance of good order and control within the institutional setting.

Aggressive: The inmate repeatedly exhibits behavior that is characterized by the imposition of his own will on others by force. This item should be marked when it is determined that the rights of staff or other inmates are violated by such behavior or when the maintenance of good order and control within the institution are compromised.

Deals in Contraband: The inmate has or has had in his possession (at any time during his current commitment), items for sale or barter,

that are prohibited under Chapter 33-3.06 of the Rules of the Department of Corrections. This would generally include all items either not provided by the state, not permitted through purchase at the canteen, or not permitted through package permit.

\*\*\*\*\*

The above listed modes of behavior, if exhibited by the inmate, will cause points to be added to his score. This may result in the inmate receiving a higher custody assignment. Those below are considered serious, but will not, by themselves, cause modification of the custody status at this time unless serious enough to warrant comment on the "Report of Classification Action" discussed in Chapter II. Analysis of the institutional records of offenders with the characteristics listed below will determine if point values should be assigned in the future.

Uses of Alcohol or Drugs: It has been determined that during his current commitment, the inmate has repeatedly consumed unauthorized beverages, stimulants, or drugs not prescribed to the inmates by the medical department.

Non-Conformist: The inmate consistently does not conform to the requirements, rules or regulations of the institution or continually exhibits behavior that is contrary to the maintenance of good order and necessary control within the institutional environment.

Threatening: The inmate repeatedly exhibits behavior characterized by verbal utterances or other actions indicating his intention to inflict evil, injury, or damage on staff or other inmates.

Masochistic: The inmate exhibits behavior characterized by a sexual desire to be cruelly treated. Such behavior may manifest itself in actions by the inmate to continuously subject himself to pain, ill-treatment or humiliation. He may exhibit the need to be completely and unconditionally subject to the will of another person, of being treated by this person as by a master, humiliated and abused.

Retarded: The inmate exhibits behavior indicating slowness or backwardness of intellectual development or slowness of response, a slowing down of thinking and/or a decrease in movement controlled by his mind.

Manipulative: The inmate continually seeks to control others through artful, unfair or treacherous means in order to achieve his advantage or to serve his own purpose. While all human beings seek to serve their own purposes, the method, degree of effort and the extent to which the inmate will go to have his own way are critical in determining the response to this question. If it is determined that manipulation of staff or other inmates by this inmate is extreme or disruptive, or increases the risk of escape or assault, or undermines the moral or maintenance of good order and proper discipline within the institution, the behavior of the inmate should be noted.

Argumentative: The inmate is given to frequent verbal disagreement, disputes or quarrels with staff or other inmates. His continual behavior is characterized by constant rebuttal to direct orders, insubordination, and constant challenges to authority of others. Such behavior should be noted when it becomes extreme, disruptive, or threatens proper control or discipline of the institution.

Pliable: The inmate yields easily to others, often against his own will, with adverse affects to his own inmate status or will being. While most human beings can be influenced, the question relates to those inmates who are continually falling victim to the aggressive acts or manipulation of other inmates. Such inmates are either too weak to defend themselves or are so weak-willed as to be subject to the negative influence of other inmates. This item should be marked for those individuals who generally would not get into trouble if left to their own devices, but who are prone to assault or involment in escapes, assaults or other disturbances as a result of unsupervised involvement with other inmates.

Lacks Initiative: The behavior of the inmate is continually characterized by laziness, shirking of assignments and responsibilities, work avoidance and failure to undertake positive action toward self-improvement.

If any of these statements is correct about the inmate being classified, mark the one that best describes the nature of the inmate's unsatisfactory behavior. Frquent or flagrant infractions of rules and regulation for which the inmate has received disciplinary reports, but which may not be serious enough to warrant disciplinary confinement or loss of gain time, constitute evidence of unsatisfactory behavior.

Low Tolerance for Frustration: The inmate responds with extreme emotional or erratic behavior when faced with normal levels of failure, disappointment, unresolved problems or challenges that he perceives to be beyond his ability to successfully overcome.

Exhibits Hostility with Respect to Authority: The inmate is unwilling or unable to accept the rightful exercise of control by institutional staff and responds to direct orders, requests, rules and regulations with resistance, antagonism or aggression. Such behavior should be noted when it becomes disruptive or serves to undermine the exercise of proper control and order within the institutional environment.

Fails to Accept Responsibility for His Own Actions: The inmate exhibits behavior that indicates a general unwillingness or inability to establish or perceive the link between his actions and the results of his acts. Such behavior may be manifested in repeated professions of innocence regarding the commission of the offense for which he was sentenced, claims that he is the innocent victim of harrassment whenever he is caught in violation of rules and regulations, continual blaming of others for any negative results of situations that are within his sphere of control, etc. Such behavior should be noted when his belief in his own innocence or victimization may allow him to justify escape or acts of wrong doing.

● Question #13 (Section II)

POINTS   SCORE

Institutional adjustment during the last six months has been continually less than satisfactory as evidenced by: (Check one)

- |  |                          |   |     |
|--|--------------------------|---|-----|
| a) Has received disciplinary confinement or loss of gain time during his last period of incarceration including jail confinement | a) <input type="radio"/> | 2 | ___ |
| b) Demonstrated lack of cooperation with institutional staff   | b) <input type="radio"/> | 2 | ___ |
| c) Demonstrated maladjustment or unadaptability to institutional routine/supervision   | c) <input type="radio"/> | 2 | ___ |

If any or all of these statements is correct about the inmate being classified, mark the one that best describes the nature of the inmate's unsatisfactory behavior. Frequent or flagrant infractions of rules and regulations for which the inmate has received disciplinary reports, but which are not serious enough to warrant disciplinary confinement or loss of gain time, constitute evidence of unsatisfactory behavior.



● Question #14 (Section II):

POINTS      SCORE

The inmate has made use of one of the following skills in jail or in the prison environment in an escape, escape attempt or assault within the last five years:

- |                                |                          |   |       |
|--------------------------------|--------------------------|---|-------|
| a) Firearms                    | a) <input type="radio"/> | 2 | _____ |
| b) Explosives                  | b) <input type="radio"/> | 2 | _____ |
| c) Incendiaries                | c) <input type="radio"/> | 2 | _____ |
| d) Martial arts                | d) <input type="radio"/> | 2 | _____ |
| e) Locksmith                   | e) <input type="radio"/> | 2 | _____ |
| f) Electronics                 | f) <input type="radio"/> | 2 | _____ |
| g) Weapons other than firearms | g) <input type="radio"/> | 2 | _____ |
| h) Other _____                 | h) <input type="radio"/> | 2 | _____ |

If the inmate has demonstrated exceptional knowledge or proficiency that enhances his ability to escape or increases the risk associated with his confinement, mark the appropriate listed item or describe such capability or skill in the "other" category. If more than one item applies to the inmate, select the most serious of those skills possessed. Check only one of the items from a) through h).



Section II Total:

Add the scores awarded for questions #6 through #14 to determine the score for this section. Place the total score for Section II in the box provided.

When scores have been calculated for both sections of the Initial Classification Questionnaire, the combined total score for the inmate can be determined.



Summary:

Add the score for Sections I and II in the boxes provided below:

Section I            TOTAL   
                          +  
Section II            TOTAL  =

COMBINED TOTAL SCORE: \_\_\_\_\_

NOTE: Enter Combined Total Score on Item #7 of the Report of Inmate Classification Action. (This Report is discussed in detail in Chapter III).

Once the Combined Total Score is tabulated, a general custody assignment may be determined using the table shown on page I-2 of this Manual. This general custody status should be entered on item #8 of the Report of Inmate Classification Action and is subject to modification by specific reasons listed on that Report or for any aggravating or mitigating consideration not listed in the Questionnaire or the Report.

Chapter III of the Manual describes the methods that may be used to accomplish modification by comment or specific cause. It also prescribes procedures to be used to establish Initial Custody status assignment and reporting of the custody assignment if modification or further comment is not appropriate.

An example of the complete Initial Inmate Classification Questionnaire is presented in Appendix A at the end of this Manual.

## CHAPTER II

### INSTRUCTIONS FOR COMPLETING THE INMATE CLASSIFICATION QUESTIONNAIRE

There are two Inmate Classification Questionnaire forms used by the Department.

Initial Inmate Classification Questionnaire; to be used in determining the first official assignment of custody at the conclusion of the reception process upon admission to the Department of Corrections.

Inmate Classification Questionnaire; to be used in all subsequent classification actions (other than initial) as required under the Department Policy and Procedure Directives #4.07.21 and #4.07.22.

This Chapter provides instructions for completing the Inmate Classification Questionnaire. This Questionnaire consists of 19 questions about the inmate to determine which custody status he should receive. The assignment of a standard, general range custody status is based upon the total of the "points" given for each true statement about the offender.

It is important for the user to understand that the points for one question do not indicate the relative value or importance of that item when compared to any other question. In other words, the "4" points awarded because the inmate is determined to be sadistic in Section III does not imply that being sadistic is "4 times as important to classification" as the one point received in Section II for the sentence of 11 to 20 years.

These point values are established only as a means of determining to which set of inmates (of over 1,000 different groups) that the inmate being classified belongs, according to the answers given on the questionnaire. Each of these groups has been assigned a custody status on a "Decision Logic Diagram" that is attached at the end of this manual. The total of the points assigned to each item will always result in the offender being assigned a relative custody status that corresponds to his position on the Logic Diagram.

To use the Inmate Classification Questionnaire, simply start at question #1 and determine if the answer is true for the inmate being classified. If the answer is true, black in the circle located at the end of the question using a #2 lead pencil. If the circle you have marked has a point value, record the score in the space provided on the right. When you have completed a section, add the points recorded for the questions of that section. Follow the instructions at the end of each section for determining a total score to be used in assignment of a custody status.

General custody status will be determined for each inmate by using the following table:

<u>Custody</u>	<u>Score</u>
Minimum	0-4; 5 with comment
Medium	5-7; 4 or 8 with comment
Close	8 or more; 7 with comment

The overall score is the sum total of points accumulated for three sections of the Questionnaire. Adjustments by comment may be

made by entries recorded on the Report of Classification Action covered in Chapter III of the Manual

Section I consists of questions #1 through #5 that determine whether the inmate should be classified "close" custody for any single factor that carries a point value of "10". Upon completion of Section I, the inmate will have a score of either "10" or the total points value awarded in this section if less than 10.

Section II consists of questions #6 through #14. If 10 points are not awarded in Section I, responses to the questions in this section will place the inmate in one of the three custody groups. Answers to questions in this section will provide a score from "0" to "10".

Section III consists of questions #15 through #18 relating to the institutional behavior of the inmate during all or part of his current commitment. Point totals of "0" to "12" for Section III will cause an additional "0" to "4" value to be added to the overall classification score derived from Sections I and II. Points given in Section III will generally cause the custody status to increase one full custody level from that derived by Section II (if not already "close").

The remainder of this Chapter will examine each of the questions that the user will be required to answer. It is hoped that this Manual will help the user to understand the intent of the question as well as to provide standard definitions (insofar as this is possible) of terms used in the Questionnaire. General instructions for completing the Questionnaire are included on the form. Mark the circle provided whenever a statement is determined to be true for the offender being classified. Please mark the entire circle by blackening the area provided.

The following is an example of the actual question as it appears on the questionnaire. Any section in this manual so outlined, is to be found on the questionnaire itself.

<b>● Question #1 (Section I):</b>	<u>POINTS</u>	<u>SCORE</u>
The inmate has been diagnosed by professional staff as:		
a) Actively psychotic (not in a state of remission)	<input type="radio"/> 10	_____
b) Psychotic, but in a state of remission	<input type="radio"/> 0	

If psychiatric reports indicate that the inmate is actively psychotic at the time of this report, indicate that a) is a true statement and add 10 points to his score. All such inmates should be designated as requiring "close" custody. If the inmate has ever been diagnosed as psychotic insofar as available records indicate, but he is in a state of remission at the time of this report, indicate that b) is a true statement. If there is sufficient evidence to believe that the inmate is actively psychotic, but no professional documentation is available to support this determination, mark the question as a true statement and seek appropriate professional diagnosis to support or negotiate this action.

No points are added for a "b") response at this time. However, entry of this information will allow analysis to be conducted to determine if point values should be assigned if such people are frequently involved in incidents of escape, assault, or violations of the Department's Rules of Prohibited Conduct. In addition, analysis of responses to Question #16 or #17 compared to those designated as b) for this question will enable preliminary determination of frequency of problem-types of behavioral characteristics among inactively psychotic inmates.

● Question #2 (Section I):

POINTS    SCORE

The inmate is under sentence of death

10    \_\_\_\_\_

If this is a true statement, blacken the circle and add 10 points to the score for Section I.

● Question #3 (Section I):

POINTS    SCORE

The inmate received a life sentence with one or more 25 year mandatory requirements and he/she has served less than 40% of the total mandatory requirement

10    \_\_\_\_\_

If the offender is under a minimum mandatory sentence of 25 years and has served less than ten years of that sentence, blacken the circle and add 10 points to the score for Section I. The inmate must have served at least 10 years for each 25-year consecutive mandatory minimum before this statement is not true. If, for example, the inmate has two consecutive 25-year mandatory minimum sentences, he must serve 20 years before points will not be awarded. Those serving multiple concurrent 25-year mandatory minimum sentences would only have to serve the one 10-year period before points will not be awarded.

● Question #4 (Section I):

POINTS    SCORE

The inmate has escaped during the last five years:

- a) From a major institution, road prison or vocational center/close custody at the time of escape
- b) From close custody non-D.C. facility (i.e, jail)
- c) From a major institution, road prison, or vocational center/medium custody at the time of escape
- d) From an other D.C. or non-D.C. facility/medium custody at the time of escape
- e) From a major institution, road prison, or vocational center/minimum custody at the time of escape
- f) From a C.C.C.
- g) From an other D.C. or non-D.C. facility/minimum custody at the time of escape

a)	<input type="radio"/>	10	_____
b)	<input type="radio"/>	10	_____
c)	<input type="radio"/>	2	_____
d)	<input type="radio"/>	2	_____
e)	<input type="radio"/>	0	_____
f)	<input type="radio"/>	0	_____
g)	<input type="radio"/>	0	_____

If the inmate's record indicates that he/she has escaped while serving the current sentence or a previous sentence, during the 5-year period preceding the date of completing this questionnaire, select the response that best describes the type of facility from which he/she escaped and his/her custody at the time of escape. Add 10 points to the score for Section I if a) or b) is indicated; add 2 points to the Section I score if c) or d) is marked.

A "non-D.C. facility" would include federal, state or local level detention, correction or hospital facilities used to incarcerate persons accused or convicted of criminal offenses.

If no entry is appropriate because the inmate has not escaped, Skip Question #5 and compute the score for Section I.

● Question #5 (Section I):

The inmate escaped during the last five years with a modus operandi that involved:

	<u>POINTS</u>	<u>SCORE</u>
a) violence against DC staff	a) <input type="radio"/> 10	_____
b) taking a hostage of DC staff	b) <input type="radio"/> 10	_____
c) weapons	c) <input type="radio"/> 10	_____
d) violence against a private citizen	d) <input type="radio"/> 10	_____
e) taking as hostage a private citizen	e) <input type="radio"/> 10	_____
f) an organized plan	f) <input type="radio"/> 10	_____
g) assistance by DC staff	g) <input type="radio"/> 10	_____
h) assistance by a private citizen (accomplice)	h) <input type="radio"/> 10	_____

If there is any entry made for Question #4, whether points were awarded or not, determine if the escape of the inmate included any of the elements listed in Question #5.

"An organized plan" refers to any scheme or program of action indicating that the escape was premeditated rather than simply being a response to an immediate opportunity that presented itself.



Violence or hostage taking may occur at any stage of the escape. Any new violent offenses committed while the inmate was on escape status should be considered in response to this question only if they were related to the escape itself.

"Assistance" by either DC staff or a private citizen should be limited to pre-planned, voluntary, intentional aid rather than negligent or unintentional assistance.

★ Section I Score

Add the total points for Questions #1 through #5. Place the score in the space provided on the Questionnaire:

THE TOTAL SCORE FOR ITEMS 1 THROUGH 5 IS \_\_\_\_\_."

If the total score is greater than 10, place a "10" in the box on the right, or else insert the total of all points awarded for question #1 through #5, indicating the score for Section I.....

TOTAL

When this is completed, GO ON TO ITEM 6.

It should be noted that an award of 10 points in Section I will automatically result in the award of a "close" custody status for this inmate. However, Sections II and III should be completed in the event that mitigating factors may be present that would indicate that a reduction in grade may be appropriate. By completing the remainder of the questionnaire for all inmates, at least for the period that this system is being initially evaluated, much valuable information will be available for more thorough analysis of offenders in custody.

● Question #6 (Section II):

POINTS      SCORE

The inmate's primary offense of his/her current commitment is: (Check one only)

a) Murder, 1st degree	a) <input type="radio"/>	1	_____
b) Murder, 2nd degree	b) <input type="radio"/>	1	_____
c) Manslaughter	c) <input type="radio"/>	1	_____
d) Arson	d) <input type="radio"/>	1	_____
e) Sexual Battery/Forcible Rape	e) <input type="radio"/>	1	_____
f) Robbery	f) <input type="radio"/>	1	_____
g) Aggravated Assault	g) <input type="radio"/>	1	_____
h) Armed Burglary	h) <input type="radio"/>	1	_____
i) Child Molesting	i) <input type="radio"/>	1	_____
j) Escape	j) <input type="radio"/>	1	_____
k) Riot	k) <input type="radio"/>	1	_____
l) Strike in Correctional Institution	l) <input type="radio"/>	1	_____
m) Kidnapping	m) <input type="radio"/>	1	_____
n) Mayhem	n) <input type="radio"/>	1	_____
o) Terrorist/Bombing Act	o) <input type="radio"/>	1	_____
p) Possession Weapon in Prison	p) <input type="radio"/>	1	_____
q) Assault w/intent to Kill	q) <input type="radio"/>	1	_____
r) Shooting into a Building	r) <input type="radio"/>	1	_____
s) Cruelty to Children	s) <input type="radio"/>	1	_____
t) Possession of Explosives	t) <input type="radio"/>	1	_____
u) Resisting an Officer	u) <input type="radio"/>	1	_____
v) Murder, 3rd degree	v) <input type="radio"/>	1	_____
w) Other Violent Offenses	w) <input type="radio"/>	1	_____
x) Unarmed Burglary	x) <input type="radio"/>	0	_____
y) Larceny	y) <input type="radio"/>	0	_____
z) Auto Theft	z) <input type="radio"/>	0	_____
aa) Forgery	aa) <input type="radio"/>	0	_____
bb) Narcotics	bb) <input type="radio"/>	0	_____
cc) Incest	cc) <input type="radio"/>	0	_____
dd) Aggravated Battery	dd) <input type="radio"/>	0	_____
ee) Breaking and Entering	ee) <input type="radio"/>	0	_____
ff) Possession of a Concealed Weapon	ff) <input type="radio"/>	0	_____
gg) Manslaughter	gg) <input type="radio"/>	0	_____
hh) Other Non-Violent Crimes	hh) <input type="radio"/>	0	_____

Indicate the most serious offense for which the inmate is currently under sentence. This applies to all pending consecutive offenses as well as the most serious of any multiple offenses for which the inmate is sentenced concurrently on his present commitment.

● Question #7 (Section II):

The inmate is under total length of sentence of:  
 (Add all sentences, either current or pending, and  
 round off the the nearest year)

		<u>POINTS</u>	<u>SCORE</u>
a) Life or Death	a) <input type="radio"/>	2	_____
b) 51 Years or More	b) <input type="radio"/>	2	_____
c) 21 - 50 Years	c) <input type="radio"/>	2	_____
d) 11 - 20 Years	d) <input type="radio"/>	1	_____
e) 7 - 10 Years	e) <input type="radio"/>	1	_____
f) 6 Years	f) <input type="radio"/>	1	_____
g) 5 Years	g) <input type="radio"/>	Ø	
h) 4 Years	h) <input type="radio"/>	Ø	
i) 3 Years	i) <input type="radio"/>	Ø	
j) 2 Years	j) <input type="radio"/>	Ø	
k) 1 Year	k) <input type="radio"/>	Ø	

Determine the longest time to be served by the inmate including all pending sentences he/she has received. This question relates to total length of sentence, not to his expected time served before Tentative Expiration Date.

Round a sentence with an increment of less than six months to the next lower whole year (for all sentences over 1 year). Any sentence of less than 1 year will be treated as 1 year. Likewise, round any increment of six months or over (i.e., two-years-and-nine-months) to the next higher full year (i.e., three years).

Example:

An inmate with two concurrent sentences; one of seven-years-and-six-months and one of five years, respectively, and who has a sentence of three years consecutive to the longer sentence. His length of sentence would be seven-and-one-half years (concurrent), plus three years (consecutive) for a total of ten-and-one-half years rounded to eleven years.

The questionnaire for this inmate will be marked as "d)" and he will receive one point for question #7.

● Question #8 (Section II):

The inmate has served less than 20% of a definite sentence or less than 5 years of a life sentence

POINTS      SCORE

1      \_\_\_\_\_

Having computed the total length of the inmate's sentence for Question #7, determine if he/she has served 20% of the total time under a definite sentence (a definite sentence is for a specific term of years). This is done by either dividing the years indicated in Question #7 by "5" or multiplying the years by .20.

If the amount of time served at the date of completing this questionnaire is greater than 20% of a definite sentence, no points will be awarded.

This question would not apply to a sentence of death. An inmate with a life sentence would receive one point until he has served five years or more.

● Question #9 (Section II):

His/her current offense involved intentional violence resulting in: (Check only one)

- a) Death of a criminal justice official
- b) Death of a private citizen
- c) Personal injury of a criminal justice official
- d) Personal injury of a private citizen
- e) Threat to a person
- f) Property damage

- a)
- b)
- c)
- d)
- e)
- f)

POINTS      SCORE

1      \_\_\_\_\_  
 1      \_\_\_\_\_  
 1      \_\_\_\_\_  
 1      \_\_\_\_\_  
 0      \_\_\_\_\_  
 0      \_\_\_\_\_

If the inmate has been adjudicated guilty of a criminal offense involving death or personal injury that is the result of an intentional act of violence by the inmate, he will receive one point to be added to his score for Section II. This applies to all convictions for which sentences are currently being served or for which sentences are pending under future commitments. If there were multiple deaths or injuries, mark the most serious of those listed.

● Question #10 (Section II):

POINTS      SCORE

The inmate has a verified history involving intentional violence that resulted in:  
(Check one only)

- |   |                          |   |       |
|---|--------------------------|---|-------|
| a) Death of a criminal justice official           | a) <input type="radio"/> | 1 | _____ |
| b) Death of a private citizen                     | b) <input type="radio"/> | 1 | _____ |
| c) Personal injury of a criminal justice official | c) <input type="radio"/> | 1 | _____ |
| d) Personal injury of a private citizen           | d) <input type="radio"/> | 1 | _____ |
| e) Threat to a person                             | e) <input type="radio"/> | 0 |       |
| f) Property damage                                | f) <input type="radio"/> | 0 |       |

If the inmate has ever been adjudicated guilty of a criminal offense involving death or personal injury that is the result of an intentional act of violence by the inmate, mark the correct item that best applies. This does not include offenses for which the inmate was arrested or charged but not prosecuted and found guilty.

If no disposition has been reported, make every attempt to verify adjudication of guilt within appropriate time constraints. If no disposition can be established, do not add to the score for offenses with no recorded disposition.

If the inmate has been committed to the custody of the Department. under provisions of F.S.775.087 ("the gun law") with more than one three-year mandatory minimum sentence to be served consecutively, and he has served less than 40% (14 and one-half months) of each consecutive three-year sentence at the time of this report, add one point to the score for Section II.

● Question #11 (Section II):

The inmate has been sentenced consecutively to more than one three-year mandatory minimum sentence and has served less than 40% of the minimum requirement.

POINTS    SCORE

1    \_\_\_\_\_

● Question #12 (Section II):

It has been determined that the inmate currently has a need for one or more of the following programs:

	Needs Program		Participation	
	(A) Available at this Inst.	(B) Not Avail. at this Inst.	(C) Participating in Program	(D) Available Not Partic.
a) Psychiatric Counseling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Psychological Counseling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Drug Counseling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) AA Counseling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Academic program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f) Vocational Training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g) Other _____ (explain)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h) Other _____ (explain)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

POINTS SCORE

If any item is checked in both Column A and D, the score for Item 12 is . . . . 1 \_\_\_\_\_

The purpose of this question is to determine if the inmate has a need for program(s) and if he is making any effort toward self-improvement in the area of such need. If the inmate currently has a deficiency for which any D.C. program is available at his institution, mark each appropriate item under Column (A). If such program is currently needed but not available to him, mark each under Column (B).

For each program marked in Column (A), indicate whether the inmate is participating (mark Column (C) if he is) or not participating (mark Column (D) if he is not).

If any item contains marks in both Column (A) and (D), add 1 point to the Section II score.

● Question #13 (Section II):

The inmate does not have an effective parole plan as indicated by a), b), or c) below:

POINTS      SCORE

1      \_\_\_\_\_

or

The inmate has an effective parole date as indicated by participation in:

- |  |                            |
|--|----------------------------|
| a) Mutual Participation Program Contract       | a) <input type="radio"/> ∅ |
| b) Pre-parole or institutional work release    | b) <input type="radio"/> ∅ |
| d) Commission has set an effective parole date | c) <input type="radio"/> ∅ |

Determine if the inmate has a release plan. A release plan is defined, for the purposes of this question, as either a), b), or c). If he does not have one of these elements, add 1 point to the Section II score.

● Question #14 (Section II):

POINTS    SCORE

The inmate is more than 2 years from his earliest expected release date on a sentence of more than 5 years,

1    \_\_\_\_\_

or

The inmate is more than 6 months from his earliest expected release date on a sentence of less than or equal to 5 years

1    \_\_\_\_\_

Determine the earliest date that the inmate can be expected to be released if he does not lose accrued gain time and if he continues to serve out his sentence at the current rate. Presumptive parole may be considered in this determination when they become available.

★ Section II Score

Add the scores for all of the items for questions 6 through 14. This should yield a score from zero to ten points. Place this score in the box provided at the end of this section and GO ON TO QUESTION #15.

SECTION II TOTAL



● Question #15 (Section III):

POINTS SCORE

Based upon his performance/evaluations during his current commitment, the inmate has one of the following behavior characteristics: (Check only one from a to h)

	(A) Observed	(B) Professionally Diagnosed		
a) Homicidal	a) <input type="radio"/>	..... <input type="radio"/>	4	—
b) Sadistic	b) <input type="radio"/>	..... <input type="radio"/>	4	—
c) Unable to handle stress	c) <input type="radio"/>	..... <input type="radio"/>	2	—
d) Suicidal	d) <input type="radio"/>	..... <input type="radio"/>	4	—
e) Subject to hallucination	e) <input type="radio"/>	..... <input type="radio"/>	2	—
f) Paranoid	f) <input type="radio"/>	..... <input type="radio"/>	2	—
g) Abusive	g) <input type="radio"/>	..... <input type="radio"/>	2	—
h) Aggressive	h) <input type="radio"/>	..... <input type="radio"/>	2	—
i) Deals in contraband	i) <input type="radio"/>	..... <input type="radio"/>	2	—
j) Uses alcohol or drugs	j) <input type="radio"/>	..... <input type="radio"/>	0	—
k) Non-conformist	k) <input type="radio"/>	..... <input type="radio"/>	0	—
l) Threatening	l) <input type="radio"/>	..... <input type="radio"/>	0	—
m) Masochistic	m) <input type="radio"/>	..... <input type="radio"/>	0	—
n) Retarded	n) <input type="radio"/>	..... <input type="radio"/>	0	—
o) Manipulative	o) <input type="radio"/>	..... <input type="radio"/>	0	—
p) Argumentative	p) <input type="radio"/>	..... <input type="radio"/>	0	—
q) Pliable	q) <input type="radio"/>	..... <input type="radio"/>	0	—
r) Lacks initiative	r) <input type="radio"/>	..... <input type="radio"/>	0	—
s) Low tolerance for frustration	s) <input type="radio"/>	..... <input type="radio"/>	0	—
t) Exhibits hostility with respect to authority	t) <input type="radio"/>	..... <input type="radio"/>	0	—
u) Fails to accept responsibility for his own actions	u) <input type="radio"/>	..... <input type="radio"/>	0	—

● POINTS MAY BE AWARDED FOR ITEMS MARKED IN EITHER COLUMN (A) OR (B), OR BOTH

If any items requiring professional diagnosis are observed but not confirmed, briefly describe the specific instances upon which this finding is based (include date(s), describe the events, any witnesses to the fact, etc.).

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Any of these behavioral characteristics may be marked when the inmate's actions are so pronounced as to warrant consideration by staff in increasing custody status. This requires the prudent exercise of professional judgement of staff.

All indications of observed behavior made in response to this question should be substantiated by documented evidence or at least be able to be verified by reasonable statements of fact. Some of these items (a, b, d, f, m, and n) should be supported by professional diagnosis based upon psychological/psychiatric reports in the inmate's record.

Items that require professional diagnosis (Column (B)) that are observed, but not confirmed by professional staff, may be marked and points added to the score. However, whenever this option is exercised by staff, specific comments and facts regarding the cause(s) for each Item(s) that is/are marked must be included in the space provided on the questionnaire. In all such cases, some follow-up action by the classification staff should be made in order to obtain professional diagnosis that would support the non-professional observation.

The following are a list of standard definitions for the terms used in this question:

Homicidal: The inmate exhibits behavior involving repeated desires or attempts (either successful or unsuccessful) to kill. This behavior may occur as an uncomplicated impulse, not necessarily accompanied by depression or exaltation of mind.

Sadistic: The inmate exhibits extremely cruel behavior characterized by a motivation related to a mental disorder, a compulsion, or a

sexual perversion in which sexual satisfaction is derived from humiliating or inflicting pain on another being.

Unable to Handle Stress: The inmate is unable to maintain acceptable levels of self-control when confronted with a situation that causes physical, or mental tension. Such persons exhibit highly emotional, violent or disruptive behavior when such situation is encountered. This behavior should only be noted when such response on the part of the inmate to routine discipline, restriction, institutional control, or personal concerns becomes extreme and/or raises concern relative to increased risk of escape or potential for violence.

Suicidal: The inmate exhibits behavior indicating a serious commitment to taking his own life. While it is difficult to determine the indications of a true suicide attempt, as opposed to acts of self-mutilation done to get attention, staff should be sensitive to any threats of suicide, prolonged periods of clinical depression, prominent anxiety features, expressed feelings of losing ground, and/or marked hypochondriacal trends. The decision to award points for such inmates should not be made without professional input from psychiatric/psychological staff. In the event of uncertain diagnosis, answer the question according to best judgement in a manner that will insure the safety of the inmate and staff.

Subject to Hallucination: The inmate exhibits behavior indicating that he perceives an external object (or objects) when no such object is present. A hallucination is a sense perception to which there is no external stimulus.

Paranoid: The inmate presents delusions (beliefs that are obviously contrary to demonstrable fact) of persecution of a pretty clearly defined

type, well supported and defined by the inmate (in other words, systematized).

Abusive: The inmate's behavior is characterized by repeated verbal attacks against staff and fellow inmates. Such behavior should be noted on the questionnaire when it is continuous or when such outbursts are disruptive and serve to undermine the maintenance of good order and control within the institutional setting.

Aggressive: The inmate repeatedly exhibits behavior that is characterized by the imposition of his own will on other by force. This item should be marked when it is determined that the rights of staff or other inmates are violated by such behavior or when the maintenance of good order and control within the institution are compromised.

Deals in Contraband: The inmate has or has had in his possession (at any time during his current commitment), items for sale or barter, that are prohibited under Chapter 33-3.06 of the Rules of the Department of Corrections. This would generally include all items either not provided by the state, not permitted through purchase at the canteen, or not permitted through package permit.

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The above listed modes of behavior, if exhibited by the inmate, will cause points to be added to his score. This may result in the inmate receiving a higher custody assignment. Those below are considered serious, but will not, by themselves, cause modification of the custody status at this time unless serious enough to warrant comment on the "Report of Classification Action" discussed in Chapter II. Analysis of the

institutional records of offenders with the characteristics listed below will determine if point values should be assigned in the future.

Uses of Alcohol or Drugs: It has been determined that during his current commitment, the inmate has repeatedly consumed unauthorized beverages, stimulants, or drugs not prescribed to the inmate by the medical department.

Non-Conformist: The inmate consistently does not conform to the requirements, rules or regulations of the institution or continually exhibits behavior that is contrary to the maintenance of good order and necessary control within the institutional environment.

Threatening: The inmate repeatedly exhibits behavior characterized by verbal utterances or other actions indicating his intention to inflict evil, injury, or damage on staff or other inmates.

Masochistic: The inmate exhibits behavior characterized by a sexual desire to be cruelly treated. Such behavior may manifest itself in actions by the inmate to continuously subject himself to pain, ill-treatment or humiliation. He may exhibit the need to be completely and unconditionally subject to the will of another person, of being treated by this person as by a master, humiliated and abused.

Retarded: The inmate exhibits behavior indicating slowness or backwardness of intellectual development or slowness of response, a slowing down of thinking and/or a decrease in movement controlled by his mind.

Manipulative: The inmate continually seeks to control others through artful, unfair or treacherous means in order to achieve his advantage or to serve his own purpose. While all human beings seek to serve their own purposes, the method, degree of effort and the extent to which the

inmate will go to have his own way are critical in determining the response to this question. If it is determined that manipulation of staff or other inmates by this inmate is extreme or disruptive, or increases the risk of escape or assault, or undermines the moral or maintenance of good order and proper discipline within the institution, the behavior of the inmate should be noted.

Argumentative: The inmate is given to frequent verbal disagreement, disputes or quarrels with staff or other inmates. His continual behavior is characterized by constant rebuttal to direct orders, insubordination, and constant challenges to authority of others. Such behavior should be noted when it becomes extreme, disruptive, or threatens proper control or discipline of the institution.

Pliable: The inmate yields easily to others, often against his own will, with adverse affects to his own inmate status or well being. While most human beings can be influenced, the question relates to those inmates who are continually falling victim to the aggressive acts or manipulation of other inmates. Such inmates are either too weak to defend themselves or are so weak-willed as to be subject to the negative influence of other inmates. This item should be marked for those individuals who generally would not get into trouble if left to their own devices, but who are prone to assault or involvement in escapes, assaults or other disturbances as a result of unsupervised involvement with other inmates.

Lacks Initiative: The behavior of the inmate is continually characterized by laziness, shirking of assignments and responsibilities, work avoidance and failure to undertake positive action toward self-improvement.

Low Tolerance for Frustration: The inmate responds with extreme emotional or erratic behavior when faced with normal levels of failure, disappointment, unresolved problems or challenges that he perceives to be beyond his ability to successfully overcome.

Exhibits Hostility with Respect to Authority: The inmate is unwilling or unable to accept the rightful exercise of control by institutional staff and responds to direct orders, requests, rules and regulations with resistance, antagonism or aggression. Such behavior should be noted when it becomes disruptive or serves to undermine the exercise of proper control and order within the institutional environment.

Fails to Accept Responsibility for His Own Actions: The inmate exhibits behavior that indicates a general unwillingness or inability to establish or perceive the link between his actions and the results of his acts. Such behavior may be manifested in repeated professions of innocence regarding the commission of the offense for which he was sentenced, claims that he is the innocent victim of harrassment whenever he is caught in violation of rules and regulations, continual blaming of others for any negative results of situations that are within his sphere of control, etc. Such behavior should be noted when his belief in his own innocence or victimization may allow him to justify escape or acts of wrong doing.

If this is a true statement, blacken the circle and add two points to the score for Section III.

Question #16 (Section III):

POINTS   SCORE

Institutional adjustment during the last six months has been continually less than satisfactory as evidenced by: (Check one)

- |  |                          |   |       |
|--|--------------------------|---|-------|
| a) Has received disciplinary confinement or loss of gain time during his last period of incarceration including jail confinement | a) <input type="radio"/> | 2 | _____ |
| b) Demonstrated lack of cooperation with institutional staff   | b) <input type="radio"/> | 2 | _____ |
| c) Demonstrated maladjustment or unadaptability to institutional routine/supervision   | c) <input type="radio"/> | 2 | _____ |

If any or all of these statements is correct about the inmate being classified, mark the one that best describes the nature of the inmate's unsatisfactory behavior. Frequent or flagrant infractions of rules and regulations for which the inmate has received disciplinary reports, but which are not serious enough to warrant disciplinary confinement or loss of gain time, constitute evidence of unsatisfactory behavior.

● Question #17 (Section III):

POINTS   SCORE

Had has an unsatisfactory work rating during the last 6 months

2 \_\_\_\_\_

If the overall rating as reported by the inmate's work supervisor, over the last six months has been less than satisfactory, add two points to the score for Section III. An overall rating of unsatisfactory for this period would require at least three of the six months work rating reports to reflect less than satisfactory job performance.



● Question #18 (Section III):

POINTS      SCORE

The inmate has made use of one of the following skills in the prison environment in an escape, escape attempt or assault within the last five years:

- |                                |                          |   |       |
|--------------------------------|--------------------------|---|-------|
| a) Firearms                    | a) <input type="radio"/> | 4 | _____ |
| b) Explosives                  | b) <input type="radio"/> | 4 | _____ |
| c) Incendiaries                | c) <input type="radio"/> | 4 | _____ |
| d) Martial arts                | d) <input type="radio"/> | 4 | _____ |
| e) Locksmith                   | e) <input type="radio"/> | 4 | _____ |
| f) Electronics                 | f) <input type="radio"/> | 4 | _____ |
| g) Weapons other than firearms | g) <input type="radio"/> | 4 | _____ |
| h) Other _____                 | h) <input type="radio"/> | 4 | _____ |

If the inmate has demonstrated exceptional knowledge or proficiency that enhances his ability to escape or increases the risk associated with his confinement, mark the appropriate listed item or describe such capability or skill in the "other" category. If more than one item applies to the inmate, select the most serious of those skills possessed. Check only one of the items from a) through h).

★ Section III Total:

Add the scores awarded for questions #15 through #18 to determine the score for this section. If the total score for items 1 through #18 is less than 4, place the score in the box provided on the right. If the total score is greater than or equal to 4, place a "4" in the box for the Section III total. . . . .TOTAL

When scores have been calculated for all three sections of the Classification Questionnaire, the combined score for the inmate can be determined.

Chapter III of the Manual describes the methods that may be used to accomplish modification by comment or specific cause. It also prescribes procedures to be used to establish custody status assignment and reporting of the custody assignment if modification or further comment is not appropriate.

An example of the complete Inmate Classification Questionnaire is presented in Appendix B at the end of this Manual.

★ TOTAL SCORE

Add the score for Sections I, II, and III in the boxes provided below:

Section I	TOTAL	<input type="text"/>
Section II	TOTAL	<input type="text"/>
Section III	TOTAL	<input type="text"/>
COMBINED TOTAL SCORE:		_____

NOTE: Enter Combined Total Score on item #7 of the Report of Inmate Classification Action. (This Report is discussed in detail in Chapter III.)

Once the Combined Total Score is tabulated, a general custody assignment may be determined using the table shown on page II-2 of this Manual. This general custody status should be entered on item #8 of the Report of Inmate Classification Action and is subject to modification by specific reasons listed on that Report or for any aggravating or mitigating consideration not listed in the Questionnaire or the Report.

### CHAPTER III

#### INSTRUCTIONS FOR COMPLETING THE REPORT OF INMATE CLASSIFICATION ACTION

The purpose of this report of Inmate Classification Action is to make a written record of the decision to assign or reassign a custody status of "close", "medium" or "minimum" to an inmate in the custody of the Florida Department of Corrections. It is to be used for reporting the custody classification of inmates in major institutions, road prisons, vocational centers and any other facility within the Department of Corrections.

Before a Report of Inmate Classification Action is prepared, it will be necessary to first complete the Inmate Classification Questionnaire (use either the initial or reclassification form as appropriate). When the Questionnaire has been completed, answer each item of the Report in sequence, from #1 to #13 as presented on the Report form. (A copy may be found in Appendix C.)

The following chapter is intended to assist in the proper completion of the Report. It provides comments and standard definitions to aid in the understanding of both the meaning and intent of each question.

Item #1 Date of Report: Six boxes are provided for recording the month, day and year of the Report of Inmate Classification Action. Record months in the boxes indicated by "M", using two

digits from "01" for January, 10 "12" for December. Report days in the boxes indicated by "D", using two digits from "01" for the first day of the month up to "31" for the last day. Report calendar year, in the boxes indicated by "Y", using the last two digits of the current year.

Item #2 D.C. Facility: Use the standard three-digit facility code currently used by the Department. A copy of the code values in use at the publishing of this manual may be found in Appendix of this document.

Item #3 Classification Action Reported: Record the type of classification action being reported by placing an "X" in the appropriate box provided.

Check only one box.

This report is to be submitted for each classification action required under the Department's Policy and Procedure Directives §4.07.21 and 4.07.22. "Initial" refers to the first official assignment of custody made (or to be made) at the conclusion of the reception process upon admission to the Department of Corrections. If this inmate has had a prior Florida prison commitment but has been outside the custody and control of the Department for longer than one year, the first action reported will always be the initial classification. "Initial" action should be reported and an "Initial Inmate Classification Questionnaire" completed for all inmates for which an Admission Summary is required under Policy and Procedure Directive §4.07.21; Section VIA, (Preparation).

"Scheduled Re-Class" includes all classification actions required under Policy and Procedure Directives #4.07.21; Section VI

D&E and §4.07.22, Section VI. "Unscheduled Action" includes all classification actions required under Policy and Procedure Directive #4.07.22, Section VII.

Item #4 D.C. Number: Department Number (DC#) is assigned to each offender by the Department's receiving facility and/or Area Teams. The numerical range for values to be entered in the six boxes provided are:

- 000001 - 169999 Prisons and Area Teams (Some females will be F00001 - F00000)
- 170000 - 199999 Parole Commission (County Jail inmates with sentences longer than 1 year)
- 200000 - 814000 District Offices (Primarily for Probationers)
- 814001 - 899999 Bureau of MIS
- 900000 - 999999 Interstate Compact (For other state cases coming into Florida)

Use only the last 6 numbers of the inmate ID3. DO NOT INCLUDE THE ALPHABETICAL PREFIX DENOTING THE CURRENT COMMITMENT. THIS DOES NOT PERTAIN TO THE "F" IN THE FEMALE ID#s.

Item #5 Inmate Name: The full name of the inmate being classified as it appears on the Commitment Order. Use the committed name on all forms, regardless of whether the individual subsequently changes name through marriage, court order, etc. Fill in the blocks provided by inserting:

1. Surname followed by comma, first name or initial, space, middle name or initial, space, followed by additional names.
2. Only one comma is used, following the last name.
3. No periods after initials.
4. No special characters. Hyphenated names should be run together, no hypens, no spaces.

EXAMPLE:

J O N E S , R O B E R T R

Item #6 Custody Status Before This Report: Enter the number of the most recent custody status assigned to the inmate before the action being reported. If this is an initial classification action, place a "4" in the box provided.

Item #7 Questionnaire Score: Place the total score tabulated from either the "Initial Inmate Classification Questionnaire" or the "Inmate Classification Questionnaire" in the boxes provided. Scores from 0 to 9 should be prefixed with a zero (i.e., "00" to "09").

Item #8 Questionnaire General Custody Assignment: This is the custody status that would be assigned to the offender according to the score derived from completing either the Classification Questionnaires. If the score from the questionnaire is:

0-4; place a "1" in the box provided  
5-7; place a "2" in the box provided  
8 or more; place a "3" in the box provided

Item #9 Exceptional Supervision Requirement: Place an "X" in the box marked N/A if this item does not apply to the offender being classified. Place an "X" in the box corresponding to the most significant reason for adjusting the level of supervision provided for this inmate if appropriate. There may be more than one of these items that would apply, however, it is only necessary to record the one that is determined to be most important.

If any adjustment to the general custody grade indicated in Item #8 is appropriate as a result of an entry made for this item,

such adjustments are to be made in Item #13 (discussed below).

Item #10 Identified Pressure Situation: Place an "X" in the box marked N/A if this item does not apply to the offender being classified. If the potential for escape or assault by the inmate is increased, or if the inmate's behavior within the general population is likely to be negatively influenced by one or more of the listed factors, place an "X" in the most appropriate response.

If none of these elements is particularly appropriate, but the inmate is subject to some pressure situation other than the one listed, place an "X" in the box adjacent to element "P" and explain, in precise terms, the identified source of the inmate's pressure.

If any adjustment to the general custody status indicated in Item #8 is appropriate for reasons noted in response to this item, such adjustments are to be made in Item #13.

Item #11 Outstanding Warrants or Detainers: Place an "X" in the box marked N/A if this item does not apply to the offender being classified. If the inmate has any outstanding warrants or detainers of the type listed, indicate the appropriate box with an "X".

If such warrants or detainers indicate an increased risk associated in the supervision of the inmate, and modification of the score-based general custody status is appropriate, make such modification in Item #13.

Item #12 Exceptional Considerations: This item provides for modification of the general custody status noted in Item #8 for causes not included in the standard criteria. By making note of additional considerations significant to the classification decision, staff may cause adjustment (upward or downward) to be made for reasons not currently included in the Questionnaire or listed in items #9, #10, or #11 above.

In the space provided, indicate the reason for this adjustment in specific terms. Examples for status reduction might include, "the advanced age (68) of this inmate services to reduce the risk of escape," or "the medical grade "4" indicates physical handicap that is so severe as to impair movement and reduces risk of escape or violence."

Reasons for increasing or decreasing the custody assignment might include one of the following comments with proper explanation:

- Primary offense reduced as a result of plea bargaining
- Other active/inactive commitments
- Victim sex relative to offender sex
- Victim handicap
- Age of victim
- Public pressure (i.e., judge's or prosecutor's recommendation, victim/victim family interest, legislative inquiry, law enforcement interest, executive inquiry, personal notoriety, case notoriety, etc.)
- Prior adult criminal record
- Prior juvenile criminal record
- Community supervision record
- Military record
- Status prior to sentencing (i.e., high bond, bond forfeiture, etc.)
- Offender age
- Employment prior to arrest (chronically unemployed, etc.)
- Inmate is taking prescribed medication of a mind-altering nature
- Family environment (no family ties, family crime, head of family desertion, family transience, etc.)
- Class of Felony
- Charge reduced as a result of plea bargaining
- Counts dropped as a result of plea bargaining
- Others, as appropriate



Item #13 Custody Modification: This item allows modification of the general custody assignment noted in Item #8 for causes noted in Item(s) #9, 10, 11 or 12. If any element is marked in Item #9, 10, 11 or 12, and the notation is sufficient to warrant modification of the general custody status entered in Item #8, mark the box indicating "Yes" with an "X". If the condition noted in Item #9, 10, 11 or 12, is not serious enough to modify the custody status, mark the "No" box with an "X". If "Yes" is marked, indicate the custody status that you wish to assign the inmate (based upon the elements marked in Item #9, 10, 11 or 12, by placing a "1", for minimum; "2", for medium; or "3", for close in the box provided.

Spaces are provided for a date following the words "To Continue Until". The date placed in the spaces will indicate the length of time the present custody assignment will remain in effect without a re-review (same instructions for date apply as in Item #1). The latest date that may be entered is the date of the next scheduled classification review. However, any date, if more appropriate within that period (generally six months) may be designated. Prior to the date indicated, it will be necessary to complete a review of the inmate's status and submit a "Report of Classification Action" supporting the decision to continue the present custody status or to reclassify the inmate's custody assignment. When the option to override the general custody status entered in Item #8 is exercised, a copy of the completed "Report of Classification Action" must be submitted to the Superintendent or his designated agent for review and approval.

APPENDIX A

SAMPLE FORM

INITIAL INMATE CLASSIFICATION QUESTIONNAIRE

FLORIDA DEPARTMENT OF CORRECTIONS  
INITIAL INMATE CLASSIFICATION QUESTIONNAIRE

SECTION I Using a #2 pencil, black in the center of each circle on the score sheet corresponding to a true statement about the inmate being classified. Add the points for each marked circle to obtain a total score for items 1 through 5.

Question #1

a)  10 \_\_\_\_\_

b)  \_\_\_\_\_

Question #2

10 \_\_\_\_\_

Question #3

10 \_\_\_\_\_

Question #4

a)  10 \_\_\_\_\_

b)  10 \_\_\_\_\_

c)  2 \_\_\_\_\_

d)  2 \_\_\_\_\_

e)  0 \_\_\_\_\_

f)  0 \_\_\_\_\_

g)  0 \_\_\_\_\_

Question #5

a)  10 \_\_\_\_\_

b)  10 \_\_\_\_\_

c)  10 \_\_\_\_\_

d)  10 \_\_\_\_\_

e)  10 \_\_\_\_\_

f)  10 \_\_\_\_\_

g)  10 \_\_\_\_\_

h)  10 \_\_\_\_\_

Section I Total

1. The inmate has been diagnosed by professional staff as:

a) Psychotic and not in a state of remission

b) Psychotic, but in a state of remission.

2. The inmate is under sentence of death

3. The inmate received a life sentence with one or more 25 year mandatory requirements.

4. The inmate has escaped during the last five years:

a) From a major institution, road prison, or vocational center/ close custody at the time of escape

b) From close custody non-D.C. facility (i.e., jail)

c) From a major institution, road prison or vocational center/ medium custody at the time of escape.

d) From an other D.C. or non-D.C. facility/medium custody at the time of escape

e) From a major institution, road prison, or vocational center/ minimum custody at the time of escape

f) From a C.C.C.

g) From an other D.C. or non-D.C. facility/minimum custody at the time of escape.

If no entry was made in item 4, skip item #5, compute Section I score and GO ON TO ITEM 6.

5. The inmate escaped during the last five years with a modus operandi that involved:

a) Violence against D.C. staff

b) Taking a hostage of D.C. staff

c) Weapons

d) Violence against a private citizen

e) Taking as a hostage a private citizen

f) An organized plan

g) Assistance by D.C. staff

h) Assistance by a private citizen (accomplice)

THE POINT TOTAL FOR ITEMS 1 THROUGH 5 IS \_\_\_\_\_.

If the point total is greater than 10, place a "10" in the box. If the point total is less than 10, place the point value in the box indicating the score for Section I.

SECTION II. Continue to black in each circle at the beginning of a true statement about the inmate. Add the points for each marked circle to obtain a total score for items 6 through 14.

Question #6	
a)	<input type="radio"/>
b)	<input type="radio"/>
c)	<input type="radio"/>
d)	<input type="radio"/>
e)	<input type="radio"/>
f)	<input type="radio"/>
g)	<input type="radio"/>
h)	<input type="radio"/>
i)	<input type="radio"/>
j)	<input type="radio"/>
k)	<input type="radio"/>
l)	<input type="radio"/>
m)	<input type="radio"/>
n)	<input type="radio"/>
o)	<input type="radio"/>
p)	<input type="radio"/>
q)	<input type="radio"/>
r)	<input type="radio"/>
s)	<input type="radio"/>
t)	<input type="radio"/>
u)	<input type="radio"/>
v)	<input type="radio"/>
w)	<input type="radio"/>
x)	<input type="radio"/>
y)	<input type="radio"/>
z)	<input type="radio"/>
aa)	<input type="radio"/>
bb)	<input type="radio"/>
cc)	<input type="radio"/>
dd)	<input type="radio"/>
ee)	<input type="radio"/>
ff)	<input type="radio"/>
gg)	<input type="radio"/>
hh)	<input type="radio"/>

6. The inmate's primary offense of his/her current commitment is:  
(Check only one)

- a) Murder, 1st degree
- b) Murder, 2nd degree
- c) Manslaughter
- d) Arson
- e) Sexual Battery/Forcible Rape
- f) Robbery
- g) Aggravated Assault
- h) Armed Robbery
- i) Child Molesting
- j) Escape
- k) Riot
- l) Strike in Correctional Institution
- m) Kidnapping
- n) Mayhem
- o) Terrorist/Bombing Acts
- p) Possession Weapon in Prison
- q) Assault w/Intent to Kill
- r) Shooting into a Building
- s) Cruelty to Children
- t) Possession of Explosives
- u) Resisting an Officer
- v) Murder, 3rd degree
- w) Other Violent Offenses
- x) Unarmed Robbery
- y) Larceny
- z) Auto Theft
- aa) Forgery
- bb) Narcotics
- cc) Incest
- dd) Aggravated Battery
- ee) Breaking and Entering
- ff) Possession of a Concealed Weapon
- gg) Manslaughter, Auto
- hh) Other Non-Violent Crimes

Question #7

- a)  4 \_\_\_\_\_
- b)  4 \_\_\_\_\_
- c)  4 \_\_\_\_\_
- d)  3 \_\_\_\_\_
- e)  1 \_\_\_\_\_
- f)  1 \_\_\_\_\_
  
- g)  0 \_\_\_\_\_
- h)  0 \_\_\_\_\_
- i)  0 \_\_\_\_\_
- j)  0 \_\_\_\_\_
- k)  0 \_\_\_\_\_

7. The inmate is under total length of sentence of:  
(Add all sentences, either current or pending, and round off to the nearest year)

- a) Life or Death
- b) 51 Years or More
- c) 21 - 50 Years
- d) 11 - 20 Years
- e) 7 - 10 Years
- f) 6 Years
  
- g) 5 Years
- h) 4 Years
- i) 3 Years
- j) 2 Years
- k) 1 Year

Question #8

- a)  1 \_\_\_\_\_
- b)  1 \_\_\_\_\_
- c)  1 \_\_\_\_\_
- d)  1 \_\_\_\_\_
  
- e)  0 \_\_\_\_\_
- f)  0 \_\_\_\_\_

8. His/Her current offense involved intentional violence resulting in: (Check only one)

- a) Death of a criminal justice officer
- b) Death of a private citizen
- c) Personal injury of a criminal justice official
- d) Personal injury of a private citizen
  
- e) Threat to a person
- f) Property damage

Question #9

- a)  1 \_\_\_\_\_
- b)  1 \_\_\_\_\_
- c)  1 \_\_\_\_\_
- d)  1 \_\_\_\_\_
  
- e)  0 \_\_\_\_\_
- f)  0 \_\_\_\_\_

9. The inmate has a verified history involving intentional violence that resulted in: (Check only one)

- a) Death of a criminal justice official
- b) Death of a private citizen
- c) Personal injury of a criminal justice official
- d) Personal injury of a private citizen
  
- e) Threat to a person
- f) Property damage

Question #10

- 3 \_\_\_\_\_

10. The inmate has been sentenced to more than one three-year mandatory minimum sentence

Question #11

- a)  0
- b)  0
- c)  0
- d)  0
- e)  0
- f)  0
- g)  0

Explain: \_\_\_\_\_

- h)  0

Explain: \_\_\_\_\_

Question #12

- |    | A                     | B                     |   |
|----|-----------------------|-----------------------|---|
| a) | <input type="radio"/> | <input type="radio"/> | 3 |
| b) | <input type="radio"/> | <input type="radio"/> | 3 |
| c) | <input type="radio"/> | <input type="radio"/> | 1 |
| d) | <input type="radio"/> | <input type="radio"/> | 3 |
| e) | <input type="radio"/> | <input type="radio"/> | 1 |
| f) | <input type="radio"/> | <input type="radio"/> | 1 |
| g) | <input type="radio"/> | <input type="radio"/> | 1 |
| h) | <input type="radio"/> | <input type="radio"/> | 1 |
| i) | <input type="radio"/> | <input type="radio"/> | 1 |
|    |                       |                       |   |
| j) | <input type="radio"/> | <input type="radio"/> | 0 |
| k) | <input type="radio"/> | <input type="radio"/> | 0 |
| l) | <input type="radio"/> | <input type="radio"/> | 0 |
| m) | <input type="radio"/> | <input type="radio"/> | 0 |
| n) | <input type="radio"/> | <input type="radio"/> | 0 |
| o) | <input type="radio"/> | <input type="radio"/> | 0 |
| p) | <input type="radio"/> | <input type="radio"/> | 0 |
| q) | <input type="radio"/> | <input type="radio"/> | 0 |
| r) | <input type="radio"/> | <input type="radio"/> | 0 |
| s) | <input type="radio"/> | <input type="radio"/> | 0 |
| t) | <input type="radio"/> | <input type="radio"/> | 0 |
| u) | <input type="radio"/> | <input type="radio"/> | 0 |

11. It has been determined that the inmate currently has a need for one or more of the following programs:

- a) Psychiatric Counseling
- b) Psychological Counseling
- c) Drug Counseling
- d) AA Counseling
- e) Academic Program
- f) Vocational Training
- g) Other \_\_\_\_\_

Explain: \_\_\_\_\_

- h) Other \_\_\_\_\_

Explain: \_\_\_\_\_

12. Based upon his performance/evaluations during the reception period or during jail or prison confinement preceding this admission, or if the verified available data from sources such as the PSI, indicates that the inmate has exhibited one of the following characteristics: (If the inmate's behavior is observed, place a mark in Column A; if professionally diagnosed, mark Column B. Check only one item a through i; others as needed)

- |    | A                     | B                     |   |
|----|-----------------------|-----------------------|---|
| a) | <input type="radio"/> | <input type="radio"/> | Homicidal (If suspected, secure professional diagnosis)   |
| b) | <input type="radio"/> | <input type="radio"/> | Sadistic (If suspected, secure professional diagnosis)    |
| c) | <input type="radio"/> | <input type="radio"/> | Unable to handle stress                                   |
| d) | <input type="radio"/> | <input type="radio"/> | Suicidal (If suspected, secure professional diagnosis)    |
| e) | <input type="radio"/> | <input type="radio"/> | Subject of hallucination                                  |
| f) | <input type="radio"/> | <input type="radio"/> | Paranoid (If suspected, secure professional diagnosis)    |
| g) | <input type="radio"/> | <input type="radio"/> | Abusive   |
| h) | <input type="radio"/> | <input type="radio"/> | Aggressive  |
| i) | <input type="radio"/> | <input type="radio"/> | Deals in contraband                                       |
|    |                       |                       |   |
| j) | <input type="radio"/> | <input type="radio"/> | Uses alcohol or drugs                                     |
| k) | <input type="radio"/> | <input type="radio"/> | Non-Conformist  |
| l) | <input type="radio"/> | <input type="radio"/> | Threatening   |
| m) | <input type="radio"/> | <input type="radio"/> | Masochistic (If suspected, secure professional diagnosis) |
| n) | <input type="radio"/> | <input type="radio"/> | Retarded (If suspected, secure professional diagnosis)    |
| o) | <input type="radio"/> | <input type="radio"/> | Manipulative  |
| p) | <input type="radio"/> | <input type="radio"/> | Argumentative   |
| q) | <input type="radio"/> | <input type="radio"/> | Pliable   |
| r) | <input type="radio"/> | <input type="radio"/> | Lacks initiative  |
| s) | <input type="radio"/> | <input type="radio"/> | Low tolerance for frustration                             |
| t) | <input type="radio"/> | <input type="radio"/> | Exhibits hostility with respect to authority              |
| u) | <input type="radio"/> | <input type="radio"/> | Fails to accept responsibility for his own actions        |

POINTS MAY BE AWARDED FOR ITEMS MARKED IN EITHER COLUMN (A) OR (B) OR BOTH

NOTE:

If any items requiring professional diagnosis are observed but not confirmed, mark the score sheet by blackening in the circle on the score sheet labeled "unconfirmed". In addition, briefly describe the specific instances on back of score sheet.

UNCONFIRMED



Question #13

13. Institutional adjustment during this reception period or detention period prior to admission has been continually less than satisfactory as evidenced by: (Check one)

- a)  1 \_\_\_\_\_
- b)  1 \_\_\_\_\_
- c)  1 \_\_\_\_\_

- a) Disciplinary confinement or loss of gain time during his last period of incarceration (including jail confinement preceeding his current admission)
- b) Demonstrated lack of cooperation with institutional staff
- c) Demonstrated maladjustment or unadaptability to institutional routine/supervision.

Question #14

14. The inmate has made use of one of the following skills in jail or in the prison environment in an escape, escape attempt or assault within the last five years:

- a)  2 \_\_\_\_\_
- b)  2 \_\_\_\_\_
- c)  2 \_\_\_\_\_
- d)  2 \_\_\_\_\_
- e)  2 \_\_\_\_\_
- f)  2 \_\_\_\_\_
- g)  2 \_\_\_\_\_
- h)  2 \_\_\_\_\_

- a) Firearms
- b) Explosives
- c) Incendiaries
- d) Martial Arts
- e) Locksmith
- f) Electronics
- g) Weapons other than firearms
- h) Other \_\_\_\_\_

Explain: \_\_\_\_\_

Explain: \_\_\_\_\_

SECTION II TOTAL

\_\_\_\_\_

Add all of the points awarded for items 6 through 14 and enter the score in the space provided on the score sheet entitled "Section II Total".

Summary:

COMBINED TOTAL SCORE

\_\_\_\_\_

Add the scores for Section I and Section II and enter the "Combined Total Score" in the space provided on the score sheet.

Note:

Enter combined total score on item #7 of the Report of Inmate Classification Action.

NOTE: Enter combined total score on item #7 of the Report of Inmate Classification Action

APPENDIX B

SAMPLE FORM  
REPORT OF INMATE CLASSIFICATION ACTION



FLORIDA DEPARTMENT OF CORRECTIONS  
INMATE CLASSIFICATION QUESTIONNAIRE

SECTION I Using a #2 pencil, black in the center of each circle on the score sheet corresponding to a true statement about the inmate being reclassified. Add the points for each marked circle to obtain a total score for items 1 through 5.

Question #1  
 10 \_\_\_\_\_  
 0 \_\_\_\_\_

1. The inmate has been diagnosed by professional staff as:
  - a) Actively psychotic (not in a state of remission)
  - b) Psychotic, but in a state of remission

Question #2  
 10 \_\_\_\_\_

2. The inmate is under sentence of death

Question #3  
 10 \_\_\_\_\_

3. The inmate received a life sentence with one or more 25 year mandatory requirements and he/she has served less than 40% of the total mandatory requirement.

Question #4

10 \_\_\_\_\_  
 10 \_\_\_\_\_  
 3 \_\_\_\_\_  
 3 \_\_\_\_\_  
 3 \_\_\_\_\_  
 0 \_\_\_\_\_  
 0 \_\_\_\_\_

4. The inmate has escaped during the last five years:
  - a) From a major institution, road prison or vocational center/close custody at the time of escape.
  - b) From a close custody non-D.C. facility (i.e. jail)
  - c) From a major institution, road prison, or vocational center/medium custody at the time of escape.
  - d) From a major institution, road prison or vocational center minimum custody at the time of escape.
  - e) From an other D.C. or non-D.C. facility/medium custody at the time of escape.
  - f) From a C.C.C.
  - g) From an other D.C. or non-D.C. facility/minimum custody at the time of escape.

If no entry was made in item #4, skip item #5, compute Section I score and GO ON TO ITEM 6.

Question #5

10 \_\_\_\_\_  
 10 \_\_\_\_\_  
 10 \_\_\_\_\_  
 10 \_\_\_\_\_  
 10 \_\_\_\_\_  
 10 \_\_\_\_\_  
 10 \_\_\_\_\_  
 10 \_\_\_\_\_

5. The inmate escaped during the last five years with a modus operandi that involved:
  - a) Violence against DC staff
  - b) Taking a hostage of DC staff
  - c) Weapons
  - d) Violence against a private citizen
  - e) Taking as hostage a private citizen
  - f) An organized plan
  - g) Assistance by DC staff
  - h) Assistance by a private citizen (accomplice)

SECTION I TOTAL

THE TOTAL SCORE FOR ITEMS 1 THROUGH 5 is \_\_\_\_\_

If the total score is greater than 10, place a "10" in the space provided, indicating the score for SECTION I . . . .

SECTION I TOTAL

SECTION II. Continue to black in each circle on the score sheet corresponding to a true statement about the inmate. Add the points for each marked circle to obtain a total score for items 6 through 19.

6. The inmate's primary offense of his/her current commitment is: (Check only one)

Question #6

a	<input type="radio"/>	1	_____
b	<input type="radio"/>	1	_____
c	<input type="radio"/>	1	_____
d	<input type="radio"/>	1	_____
e	<input type="radio"/>	1	_____
f	<input type="radio"/>	1	_____
g	<input type="radio"/>	1	_____
h	<input type="radio"/>	1	_____
i	<input type="radio"/>	1	_____
j	<input type="radio"/>	1	_____
k	<input type="radio"/>	1	_____
l	<input type="radio"/>	1	_____
m	<input type="radio"/>	1	_____
n	<input type="radio"/>	1	_____
o	<input type="radio"/>	1	_____
p	<input type="radio"/>	1	_____
q	<input type="radio"/>	1	_____
r	<input type="radio"/>	1	_____
s	<input type="radio"/>	1	_____
t	<input type="radio"/>	1	_____
u	<input type="radio"/>	1	_____
v	<input type="radio"/>	1	_____
w	<input type="radio"/>	1	_____
x	<input type="radio"/>	0	_____
y	<input type="radio"/>	0	_____
z	<input type="radio"/>	0	_____
aa	<input type="radio"/>	0	_____
bb	<input type="radio"/>	0	_____
cc	<input type="radio"/>	0	_____
dd	<input type="radio"/>	0	_____
ee	<input type="radio"/>	0	_____
ff	<input type="radio"/>	0	_____
gg	<input type="radio"/>	0	_____
hh	<input type="radio"/>	0	_____

Question #7

- a) Murder, 1st degree
- b) Murder, 2nd degree
- c) Manslaughter
- d) Arson
- e) Sexual Battery/Forcible Rape
- f) Robbery
- g) Aggravated Assault
- h) Armed Burglary
- i) Child Molesting
- j) Escape
- k) Riot
- l) Strike in Correctional Institution
- m) Kidnapping
- n) Mayhem
- o) Terrorist/Bombing Acts
- p) Possession Weapon in Prison
- q) Assault w/Intent to Kill
- r) Shooting into a Building
- s) Cruelty to Children
- t) Possession of Explosives
- u) Resisting an Officer
- v) Murder, 3rd degree
- w) Other Violent Offenses
- x) Unarmed Burglary
- y) Larceny
- z) Auto Theft
- aa) Forgery
- bb) Narcotics
- cc) Incest
- dd) Aggravated Battery
- ee) Breaking and Entering
- ff) Possession of a Concealed Weapon
- gg) Manslaughter, Auto
- hh) Other Non-Violent Crimes

7. The inmate is under total length of sentence of: (Add all sentences, either current or pending, and round off to the nearest year)

a	<input type="radio"/>	2	_____
b	<input type="radio"/>	2	_____
c	<input type="radio"/>	2	_____
d	<input type="radio"/>	1	_____
e	<input type="radio"/>	1	_____
f	<input type="radio"/>	1	_____
g	<input type="radio"/>	0	_____
h	<input type="radio"/>	0	_____
i	<input type="radio"/>	0	_____
j	<input type="radio"/>	0	_____
k	<input type="radio"/>	0	_____

- a) Life or Death
- b) 51 Years or More
- c) 21 - 50 Years
- d) 11 - 20 Years
- e) 7 - 10 Years
- f) 6 Years
- g) 5 Years
- h) 4 Years
- i) 3 Years
- j) 2 Years
- k) 1 Year

Question #8

1 \_\_\_\_\_

Question #9

a)	<input type="radio"/>	1	_____
b)	<input type="radio"/>	1	_____
c)	<input type="radio"/>	1	_____
d)	<input type="radio"/>	1	_____
e)	<input type="radio"/>	0	
f)	<input type="radio"/>	0	

Question #10

a)	<input type="radio"/>	1	_____
b)	<input type="radio"/>	1	_____
c)	<input type="radio"/>	1	_____
d)	<input type="radio"/>	1	_____
e)	<input type="radio"/>	0	
f)	<input type="radio"/>	0	

Question #11

1 \_\_\_\_\_

Question #12

	A	B	C	D
a)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
OTHER:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
OTHER:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. The inmate has served less than 20% of a definite sentence or less than 5 years of a life sentence.

9. His/her current offense involved intentional violence resulting in: (Check only one)

- a) Death of a criminal justice official
- b) Death of a private citizen
- c) Personal injury of a criminal justice official
- d) Personal injury of a private citizen
- e) Threat to a person
- f) Property damage

10. The inmate has a verified history involving intentional violence that resulted in: (Check only one)

- a) Death of a criminal justice official
- b) Death of a private citizen
- c) Personal injury of a criminal justice official
- d) Personal injury of a private citizen
- e) Threat to a person
- f) Property damage

11. The inmate has been sentenced to more than one three-year mandatory minimum sentence and has served less than 40% of the minimum requirement.

12. It has been determined that the inmate currently has a need for one or more of the following programs:

MARK A if needed and available  
 MARK B if needed but not available  
 MARK C if participating  
 MARK D if not participating

- a) Psychiatric Counseling
- b) Psychological Counseling
- c) Drug Counseling
- d) AA Counseling
- e) Academic Program
- f) Vocational Training
- g) Other \_\_\_\_\_  
Explain
- h) Other \_\_\_\_\_  
Explain

If any item is checked in both Column A and D, the score for item 12 is one point.

OT A & D  1 \_\_\_\_\_

QUESTION #13

	<input type="radio"/>	1	_____
a)	<input type="radio"/>	0	
b)	<input type="radio"/>	0	
c)	<input type="radio"/>	0	

13. The inmate does not have a release plan,

or

The inmate has a release plan:

- a) Mutual participation program contract
- b) Pre-parole work release approval
- c) Parole approval

QUESTION #14

a)	<input type="radio"/>	1	_____
b)	<input type="radio"/>	1	_____

14. a) The inmate is more than 2 years from his earliest expected release date on a sentence of more than 5 years,

or

b) The inmate is more than 6 months from his earliest expected release date on a sentence of less than or equal to 5 years

SECTION II TOTAL

--

ADD ALL OF THE SCORES FOR ITEMS 6 THROUGH 14 TO DETERMINE THE SECTION II TOTAL

QUESTION #15

	A	B	
a)	<input type="radio"/>	<input type="radio"/>	4 _____
b)	<input type="radio"/>	<input type="radio"/>	4 _____
c)	<input type="radio"/>	<input type="radio"/>	2 _____
d)	<input type="radio"/>	<input type="radio"/>	4 _____
e)	<input type="radio"/>	<input type="radio"/>	2 _____
f)	<input type="radio"/>	<input type="radio"/>	2 _____
g)	<input type="radio"/>	<input type="radio"/>	2 _____
h)	<input type="radio"/>	<input type="radio"/>	2 _____
i)	<input type="radio"/>	<input type="radio"/>	2 _____
j)	<input type="radio"/>	<input type="radio"/>	0 _____
k)	<input type="radio"/>	<input type="radio"/>	0 _____
l)	<input type="radio"/>	<input type="radio"/>	0 _____
m)	<input type="radio"/>	<input type="radio"/>	0 _____
n)	<input type="radio"/>	<input type="radio"/>	0 _____
o)	<input type="radio"/>	<input type="radio"/>	0 _____
p)	<input type="radio"/>	<input type="radio"/>	0 _____
q)	<input type="radio"/>	<input type="radio"/>	0 _____
r)	<input type="radio"/>	<input type="radio"/>	0 _____
s)	<input type="radio"/>	<input type="radio"/>	0 _____
t)	<input type="radio"/>	<input type="radio"/>	0 _____
u)	<input type="radio"/>	<input type="radio"/>	0 _____

15.

Based upon his performance/evaluations during his current commitment, the inmate has one of the following behavior characteristics: If the inmate's behavior is observed, place a mark in Column A; if professionally diagnosed, mark Column B. Check only the most serious problem for a) thru i).

- a) Homicidal (if suspected, secure professional diagnosis)
- b) Sadistic (if suspected, secure professional diagnosis)
- c) Unable to handle stress
- d) Suicidal (if suspected, secure professional diagnosis)
- e) Subject to -allucination
- f) Paranoid (if suspected, secure professional diagnosis)
- g) Abusive
- h) Aggressive
- i) Deals in contraband
- j) Uses alcohol or drugs
- k) Non-conformist
- l) Threatening
- m) Masochistic (if suspected, secure professional diagnosis)
- n) Retarded (if suspected, secure professional diagnosis)
- o) Manipulative
- p) Argumentative
- q) Pliable
- r) Lacks initiative
- s) Low tolerance for frustration
- t) Exhibits hostility with respect to authority
- u) Fails to accept responsibility for his own actions

Unconfirmed

POINTS MAY BE AWARDED FOR ITEMS MARKED IN EITHER COLUMN (A) OR (B), OR BOTH if any items requiring professional diagnosis are observed but not confirmed, mark the score sheet by blackening in the circle labeled "unconfirmed". In addition, briefly describe the specific instances on back of sheet

Question

a)  2 \_\_\_\_\_

b)  2 \_\_\_\_\_

c)  2 \_\_\_\_\_

Question #17

2 \_\_\_\_\_

Question #

a)  4 \_\_\_\_\_

b)  4 \_\_\_\_\_

c)  4 \_\_\_\_\_

d)  4 \_\_\_\_\_

e)  4 \_\_\_\_\_

f)  4 \_\_\_\_\_

g)  4 \_\_\_\_\_

h)  4 \_\_\_\_\_

Other  4 \_\_\_\_\_

(Explain)

SECTION III TOTAL

COMBINED TOTAL SCORE

Note: Enter combined total score on item #7 of the Report of Inmate Classification Action

16. Institutional adjustment during the last six months has been continually less than satisfactory as evidenced by: (check one)
- a) Has received disciplinary confinement or loss of gain time during his last period of incarceration including jail confinement
  - b) Demonstrated lack of cooperation with institutional staff
  - c) Demonstrated maladjustment or unadaptability to institutional routine/supervision
17. Had had an unsatisfactory work rating during the last six months
18. The inmate has made use of one of the following skills in jail or the prison environment in an escape, escape attempt or assault within the last five years:
- a) Firearms
  - b) Explosives
  - c) Incendiaries
  - d) Martial arts
  - e) Locksmith
  - f) Electronics
  - g) Weapons other than firearms
  - h) Other \_\_\_\_\_

If the total score for items 15 through 18 is less than 4, please the score in the box provided. If the total score is greater than or equal to 4, please a "4" in the box for the Section III total.

SUMMARY

Add the score for Sections I, II and III in the boxes provided below:

Section I Total

Section II Total

Section III Total

Combined Total Score:

Note: Enter combined total score on item #7 of the Report of Inmate Classification Action

APPENDIX C

SAMPLE FORM  
REPORT OF INMATE CLASSIFICATION ACTION

FLORIDA DEPARTMENT OF CORRECTIONS

REPORT of INMATE CLASSIFICATION ACTION

1. DATE OF REPORT:

MM DD YY

2. D.C. FACILITY

3. CLASSIFICATION ACTION REPORTED: (Check one)

Initial Scheduled Re-visit Unscheduled Action

4. DC NUMBER

5. INMATE NAME: (Last, Comma, Space: First, Comma, Space: Middle (initial))

6. CUSTODY GRADE BEFORE

THIS REPORT: 1 = Minimum 2 = Medium 3 = Close 4 = N/A

7. QUESTIONNAIRE SCORE

8. QUESTIONNAIRE GENERAL CUSTODY ASSIGNMENT:

1 = Minimum 2 = Medium 3 = Close

9. EXCEPTIONAL SUPERVISION REQUIREMENT: NOT APPLICABLE — OR:

Informant known to the inmate population Requires Restraint for Aggressive or Assaultive Behavior Requires Restraint for homosexual behavior Required for personal protection Record indicates affiliations with organized crime Record indicates affiliations with political terrorists Record indicates affiliations with organized gangs Record indicates affiliations with violent terrorist groups

10. THE INMATE HAS IDENTIFIED PRESSURE SITUATION: NOT APPLICABLE — OR:

Death in immediate family Serious illness in immediate family Recent divorce Separation Infidelity Revelation of unknown warrants/citations Other deterioration in family situation Financial problem Release/loss of close friend Involvement in pending investigation Parole denied Inmate status adversely affected by court action Observed state of depression-cause unknown Other inmate pressure Institutional pressure Other (Explain)

11. THE INMATE HAS OUTSTANDING WARRANTS OR DETAINERS: NOT APPLICABLE — OR:

Other state felony sentence Federal felony sentence Florida felony adjudication pending Other state felony adjudication pending Federal felony adjudication pending Misdemeanor pending Criminal adjudication

12. EXCEPTIONAL CONSIDERATIONS: IS THERE ANY OTHER JUSTIFICATION THAT SHOULD BE CONSIDERED IN MAKING CUSTODY ASSIGNMENT FOR THIS INMATE?

YES NO

IF YES, INDICATE ADDITIONAL CONSIDERATION(S):

(Attach extra sheets, if necessary)

13. CUSTODY MODIFICATION: AS A RESULT OF HAVING MARKED EITHER ITEM #9, #10, #11 or #12 IS A MODIFICATION OF THE QUESTIONNAIRE GENERAL CUSTODY ASSIGNMENT (ITEM #8) APPROPRIATE?

YES NO

IF YES, INDICATE MODIFIED GRADE:

1 = Minimum 2 = Medium 3 = Close

TO CONTINUE UNTIL:

MM DD YY

Report Prepared By: Date: Classification Supervisor: Date: Superintendent (If Item #13 Checked "Yes"): Date:

APPENDIX D

SAMPLE FORM  
NUMERICAL LISTING FOR DC FACILITIES



NUMERICAL LISTING FOR DC FACILITIES

REGION I

102-Apalachee C.I.  
116-River Junction C.I.  
132-Niceville R.P.  
133-Jacson V.C.  
134-Tallahassee R.P.  
136-Caryville V.C.  
139-Quincy V.C.  
156-Marianna C.C.C.  
163-Panama City C.C.C.  
164-Pensacola C.C.C.  
168-Tallahassee C.C.C.  
169-Park House W.A.C.  
177-Berrydale Forestry Camp

REGION II

205-Florida State Prison  
209-Reception & Medical Center  
211-Cross City C.I.  
213-Union C.I.  
220-Area Team 1(Duval)  
228-East Palatka R.P.  
237-Doctors Inlet R.P.  
238-Gainesville R.P.  
242-Daytona Beach C.C.C.  
245-Gainesville W.A.C.  
247-Jacksonville C.C.C.  
248-Jacksonville W.A.C.  
249-Lake City C.C.C.  
255-Lawtey C.I.  
266-Santa Fe C.C.C.  
279 Baker C.I.

REGION III

304-Marion C.I.  
307-Sumter C.I.  
310-Brevard C.I.  
312-Lake C.I.  
314-Florida C.I.-Women  
315-Florida C.I.-Forest Hills  
322-Area Team 3(Orange,Volusia,  
Brevard,Polk)  
335-Brooksville R.P.  
341-Cocoa C.C.C.  
361-Orlando C.C.C.  
362-Orlando W.A.C.  
374-Kissimmee C.C.C.

KEY

C.I.-Correctional Institution  
R.P.-Road Prison  
C.C.C.-Community Correctional Center  
W.A.C.-Womens Adjustment Center

REGION IV

406-Glades C.I.  
417-Lantana C.I.  
418-Indian River C.I.  
419-Dade C.I.  
423-Area Team 4(Palm Beach,Broward)  
424-Area Team 5 (Dade)  
426-Big Pine Key R.P.  
431-Loxahatchee R.P.  
444-Fort Pierce C.C.C.  
446-Hollywood C.C.C.  
451-Lantana C.C.C.  
452-Lantana W.A.C.  
457-Miami North C.C.C.  
458-Miami South C.C.C.  
459-Harbor House W.A.C.  
460-Opa Locka C.C.C.  
465-Pompano Beach C.C.C.  
475-Broward C.I.  
484-Palm Beach Stockade  
487-Dade County Stockade

REGION V

503-Avon Park C.I.  
508-Desoto C.I.  
521-Area Team 2(Hillsborough,Pinellas,  
Pasco)  
525-Arcadia R.P.  
527-Copeland R.P.  
529-Hillsborough C.I.  
530-Labelle R.P.  
540-Bartow C.C.C.  
543-Fort Myers C.C.C.  
550-Lakeland C.C.C.  
553-Largo C.C.C.  
554-Largo W.A.C.  
567-Sarasota C.C.C.  
570-Tampa C.C.C.  
571-Tampa W.A.C.  
572-Tarpon Springs C.C.C.  
573-Zephyrhills C.I.  
576-Hendry C.I.  
578-Bradenton C.C.C.  
580-Polk C.I.

REGION IX

989-Florida State Hospital  
990-W.T.Edwards Hospital  
992-Drug Houses(Men)  
993-Drug Houses(Women)  
995-HRS Facilities  
996-Out to Court  
997-Supersedeas Bond  
998-Escape  
999-Other