

Inmate Classification Instruments and Instructions

Included in the Department of Corrections' (SCDC) December 18, 2019 letter to the House Legislative Oversight Committee (LOC). This information was provided in response to the following question in LOC's December 2, 2019, letter to the Department of Corrections: "17. Based on testimony from Dr. Austin (SCDC classification consultant) during the October 23, 2019, Subcommittee meeting, please provide an updated breakdown of how the new classification will operate, including the two components, anticipated number of inmates moving from higher to lower levels, discretionary options and how much discretion is expected, and partnership with the parole board."

In addition to providing the information in this document, SCDC provided the following response:

- Attached are the classification instrument instructions and the classification instruments (initial classification and reclassification). These documents describe how the new classification system will be operationalized. Please note that Level 1 is minimum security, Level 2 is medium security and Level 3 is maximum security. Below are the current and anticipated numbers of inmates in each custody level.
 - Current – 3,884 Level 1; 8,343 Level 2; and 4,887 Level 3 as of November 25, 2019
 - Anticipated – 4,272 Level 1; 10,738 Level 2 and 2,104 Level 3 as of November 25, 2019

*These numbers do not include those inmates housed in RHU's or unclassified inmates in R&E's.
- Discretionary overrides are included in the classification instructions/instruments. The general standard is that 5-15 percent of a prison population's custody levels are based on discretionary overrides rather than the original initial classification or reclassification scores.
- The partnership with the parole board is a future initiative for the agency.

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

INSTRUCTIONS FOR COMPLETING INITIAL AND RECLASSIFICATION CUSTODY ASSESSMENTS

This document contains instructions for completing the initial classification and reclassification instruments for all inmates held in the South Carolina Department of Corrections (SCDC) and its various facilities. All sections must be entered completely using a combination of information provided by the inmate during the assessment, prior criminal history, inmate record and the automated system.

Using the above information, classification staff will complete all scoring items in the Classification Application on the secured login. This will produce a final score that will indicate a custody designation at the initial and reclassification assessment:

- Minimum (MI): Males 4 points or less / Females 6 points or less
- Medium (ME): Males 5 – 9 points / Females 7 – 11 points
- Close (CL): Males 10 points or more / Females 12 points or more

DISCRETIONARY OVERRIDES

The below information will be considered if assigning a custody other than the recommended level. A **full 2 -3 member ICC** will be required if a custody level override is utilized. A detailed justification for the override must be entered in the comments section of the review.

Discretionary Overrides – Higher Custody

- Recent Assaultive Behavior (w/in past 12 months)
- Gang Affiliation/Recent Activities
- Crime More Severe Than Scored
- Prior Record More Severe Than Scored
- Recent Disruptive Behavior
- Notoriety of Offense
- Security Concerns
- Arrest History (manual record check for plead down/nolle prossed sex offenses)

Discretionary Overrides – Lower Custody

- Positive Adjustment
- Crime Less Severe Than Scored
- Pre-Release/ Re-Entry Programming Needs
- Prior Record Less Severe Than Scored
- Behavior Warrants Less Restrictive
- Prior Minimum Custody Placement
- Physically Disabled Inmate

Non-Discretionary Overrides – Minimum Custody Restrictions – The automated system will not allow an override to MI custody if an inmate meets the following criteria:

- | | |
|---|---|
| <input type="checkbox"/> Must have 8 years or less to maxout | <input type="checkbox"/> Must be a U.S. citizen |
| <input type="checkbox"/> No convicted sex offenses | <input type="checkbox"/> No Class I Escapes |
| <input type="checkbox"/> No category 4 – 5 open arrest detainers | <input type="checkbox"/> No Class II Escapes within 7 years |
| <input type="checkbox"/> No Hold or Wanted category 4 – 5 detainers | <input type="checkbox"/> No designated gang members |
| <input type="checkbox"/> No out of state/federal detainers (Wanted/Hold/Notify) | <input type="checkbox"/> No current violent offense with prior violent commitment |
| <input type="checkbox"/> No ICE detainers | |

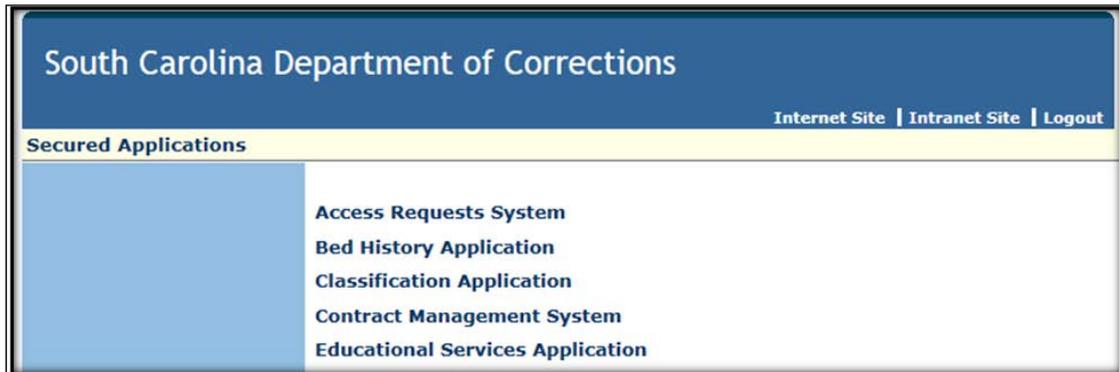
The following custody designations will pend to Central Classification for final approval:

- Initial placement in MI custody.
- Custody levels scoring as MI custody overridden to CL custody.

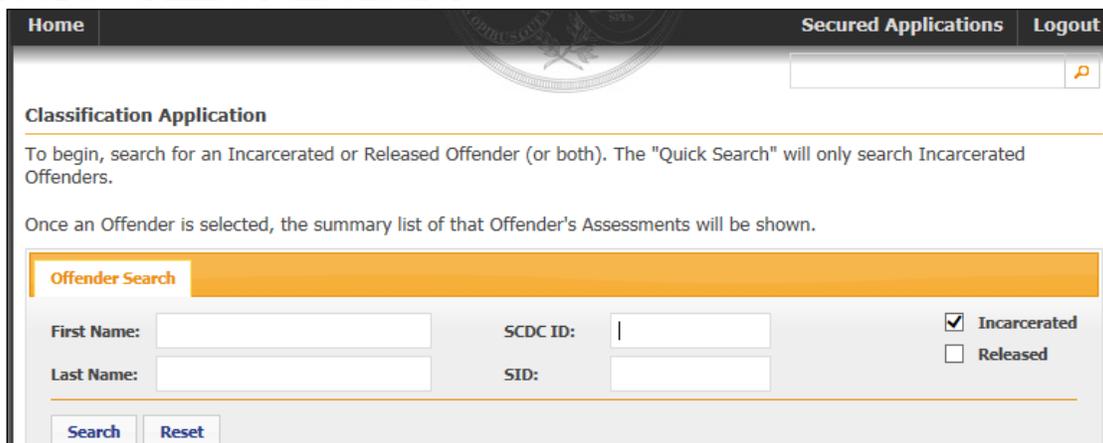
INITIAL ASSESSMENT - CLASSIFICATION APPLICATION INSTRUCTIONS:

When an inmate is initially processed through the Reception & Evaluation Center and each time there is a transfer to another institution, an initial classification assessment will be conducted.

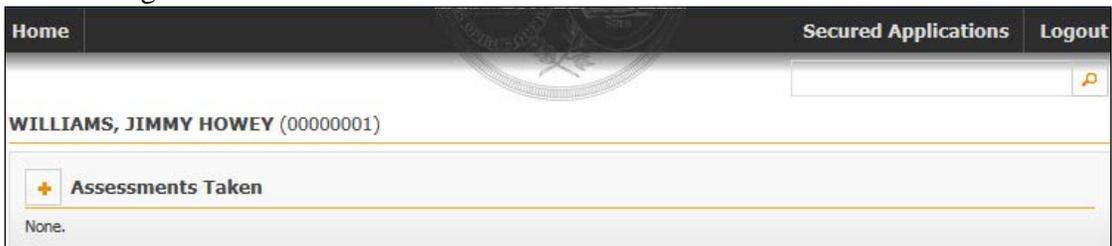
1. Select "Classification Application" from the Intranet Secured Login.



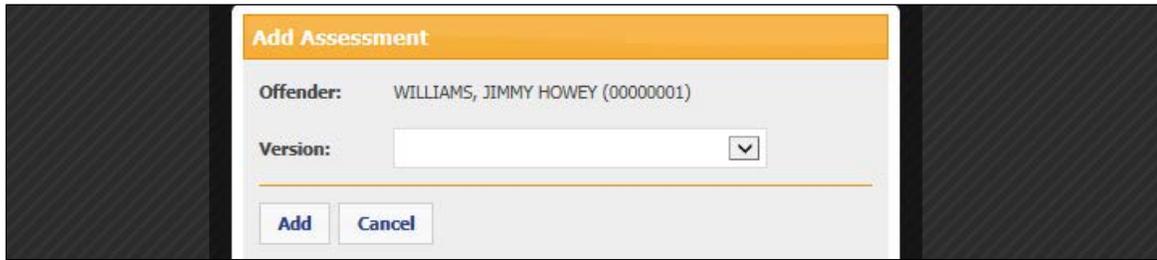
2. Enter SCDC # or Inmate Name and enter.



3. Select "+" to begin assessment.



4. Select SCDC Initial Classification Version and "add". The SCDC Reclassification Version will be used at the annual review or if a significant change occurs to the inmate's status.



5. Click on folder to begin assessment.

WILLIAMS, JIMMY HOWEY (00000001)

+ Assessments Taken

Version	Started	Finished	Completed %	Modified By	Actions
SCDC INITIAL CLASSIFICATION - FEMALE	12/05/2019 03:30 PM		0%	STACEY E RICHARDSON	

SCDC INITIAL CLASSIFICATION - FEMALE [Started: 12/05/2019 03:30 PM]

SCDC INITIAL CLASSIFICATION - FEMALE

Classification	Questions	Questions Taken	Completed %
CUSTODY: INITIAL CLASSIFICATION - FEMALE	8	0	0%

INITIAL ASSESSMENT - SCORING INSTRUMENT:

ITEM #1 – The system will auto populate the current commitment with the highest category offense.

ITEM #1 Current Offense with Highest Category	Pts
Category 1 or 2	1
Category 3	3
Category 4	5
Category 5	7

ITEM #2 – The system will auto populate the prior commitment within the past seven (7) years with the highest category (priors and completed convictions).

ITEM #2 Prior Commitments – Highest Category in Past 7 Years	
None	0
Category 1 or 2	1
Category 3	3
Category 4	5
Category 5	7

ITEM #3 – The system will auto populate any Class I or Class II escape within the past seven (7) years. If the inmate has both a Class I and a Class II escape, the system will select the higher score (7).

ITEM #3 Escape History – in Past 7 Years	
None	0
Class II or more	3

Class I or more	7
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ITEM #4 – The system will auto populate any assault with or without a weapon within the past seven (7) years. If the inmate has both an assault with a weapon and one without, the system will use the higher score (7).

ITEM #4 Institutional Assaultive History – in Past 7 Years	
None	0
Any Assault - no weapon	3
Any Assault - weapon used	7

ITEM #5 – The system will auto populate the inmate’s current age.

ITEM #5 Current Age	
25 years and younger	2
26 - 32 years	1
33 - 50 years	0
51 years and older	-1

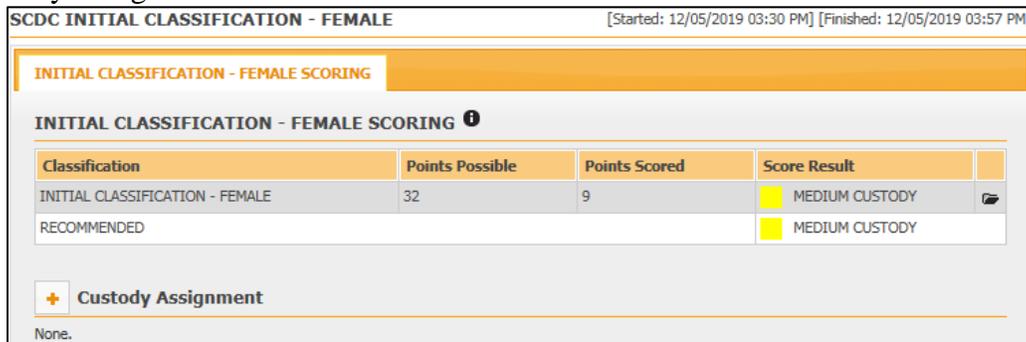
ITEM #6 – The system will auto populate the inmate’s Security Threat Group status.

ITEM #6 Validated/Suspected Gang Membership	
Designated Gang Member	2
No	0

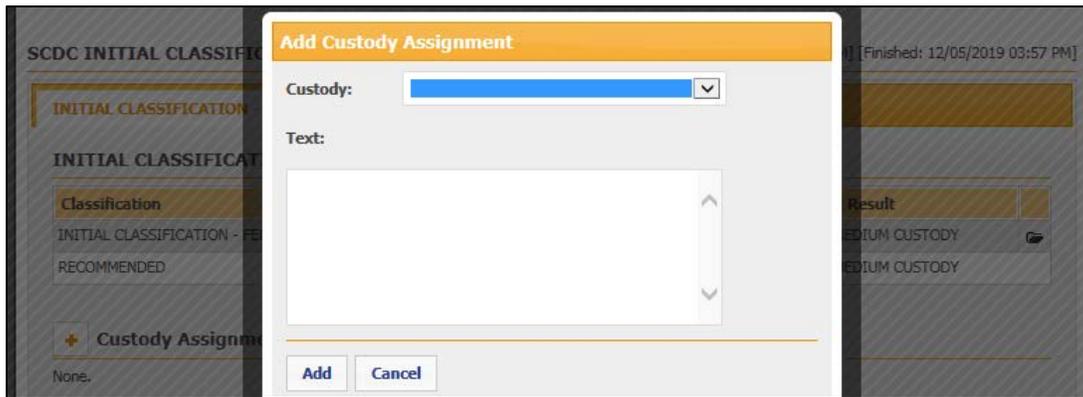
ITEM #7 – The system will auto populate the inmate’s verified education status, whether the inmate is a 1st time offender, or if the inmate was in MI custody if previously released from SCDC.

ITEM # 7 Mitigating Factors	
Verified Education (HS/GED or higher)	-1
1 st Time Offender or Prior SCDC Minimum Custody at Release	-1

Once all items have been scored and saved, the classification application will score a recommended custody. Click on “+ Custody Assignment”.



Select the custody drop down box and click on the final custody designation. If the custody is any custody other than the recommended custody, a detailed justification must be indicated in the text box. Click “add” when complete.

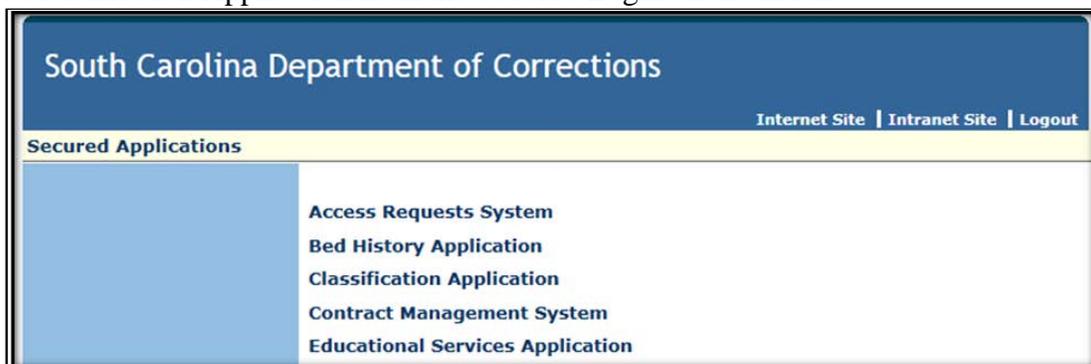


Once the initial classification has been completed, the ICC will ensure the inmate understands his assigned custody and the factors affecting his score. If an inmate is receiving an initial assessment and is a previous SCDC inmate within the past seven (7) years, classification staff will need to factor items listed in the reclassification assessment into the final decision. Inmates are not permitted to waive an initial classification assessment and must appear before the ICC.

RECLASSIFICATION ASSESSMENT – CLASSIFICATION APPLICATION INSTRUCTIONS:

Every 12 months or whenever an inmate has a significant status change (i.e., major disciplinary conviction, added or dismissed detainer/commitment, change in gang affiliation, etc.), a reclassification assessment will be conducted. In addition to several of the same factors considered in the initial assessment, the reclassification assessment will also consider major disciplinary convictions and participation in work and program assignments.

1. Select Classification Application from the Secured Login on the intranet.



2. Enter the SCDC # or Inmate Name and enter.

Classification Application

To begin, search for an Incarcerated or Released Offender (or both). The "Quick Search" will only search Incarcerated Offenders.

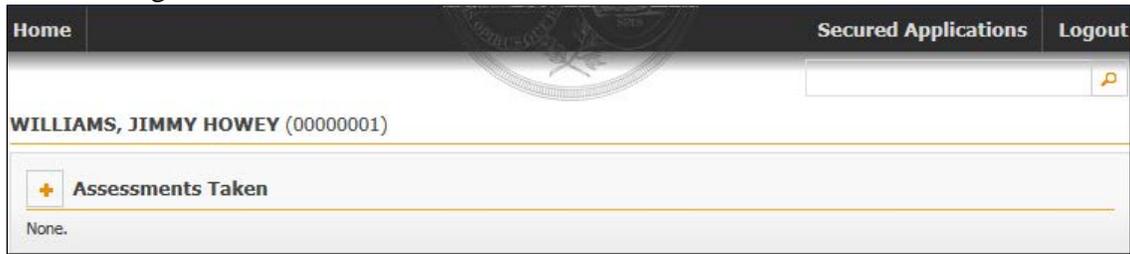
Once an Offender is selected, the summary list of that Offender's Assessments will be shown.

Offender Search

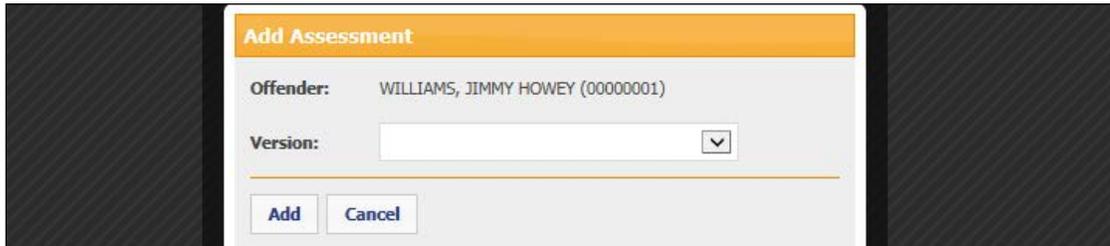
SCDC ID:
 SID:

Incarcerated
 Released

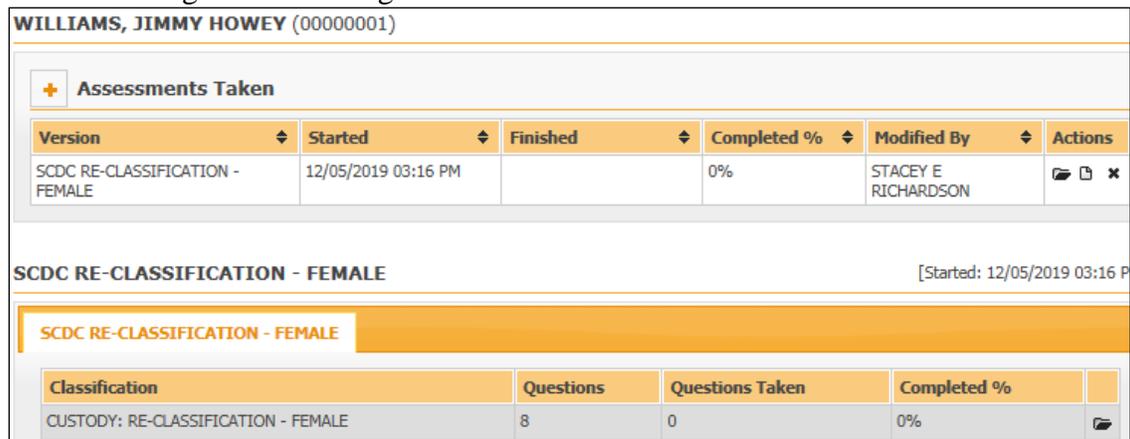
3. Select “+” to begin assessment.



4. Select SCDC Reclassification Version and “add”.



5. Click on bottom right folder to begin assessment.



RECLASSIFICATION ASSESSMENT - SCORING INSTRUMENT:

ITEM #1 – The system will auto populate the current commitment with the highest category offense.

ITEM #1 Current Offense with Highest Category	Pts
Category 1 or 2	1
Category 3	3
Category 4	5
Category 5	7

ITEM #2 – The system will auto populate the prior commitment within the past seven (7) years with the highest category (priors and completed convictions).

ITEM #2 Prior Commitments – Highest Category in Past 7 Years	
None	0
Category 1 or 2	1
Category 3	3
Category 4	5

Category 5	7
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ITEM #3 – The system will auto populate any Class I or Class II escape within the past seven (7) years. If the inmate has both a Class I and a Class II escape, the system will select the higher score (7).

ITEM #3 Escape History – in Past 7 Years	
None	0
Class II or more	3
Class I or more	7

ITEM #4 – The system will auto populate any assault with or without a weapon within the past seven (7) years. If the inmate has both an assault with a weapon and one without, the system will use the higher score (7).

ITEM #4 Institutional Assaultive History – in Past 7 Years	
None	0
Any Assault - no weapon	3
Any Assault - weapon used	7

ITEM #5 – The system will auto populate the inmate’s current age.

ITEM #5 Current Age	
25 years and younger	2
26 - 32 years	1
33 - 50 years	0
51 years and older	-1

ITEM #6 – The system will auto populate the inmate’s Security Threat Group status.

ITEM #6 Validated/Suspected Gang Membership	
Designated Gang Member	2
No	0

ITEM #7 – The system will auto populate the number of major disciplinary convictions within the past 24 months.

ITEM #7 Number of Major Disciplinary Convictions	
None past 24 mos.	-2
None past 12 mos.	-1
1 - 3 past 12 mos.	1
4 - 5 past 12 mos.	3
6+ past 12 mos.	5

ITEM #8 – The ICC will determine how many points will be scored based on the inmate’s participation in work and/or program assignments within the past 12 months. Program staff will ensure information regarding the inmate’s participation in programs is submitted to classification prior to the scheduled assessment and may serve as a committee member.

Item #8 Work/Program Participation – in Past 12 Mos.	
Refusing to Work or Program	2
Received Earned Work OR Program Credits within past 12 months	-1
Received Earned Work AND Program Credits within past 12 months – Or Not Required	-3

Once all items have been scored and saved, the classification application will score a recommended custody. Click on “+ Custody Assignment”. Note below an example of a non-discretionary override that will not allow placement in minimum custody.

WILLIAMS, JIMMY HOWEY (00000001)

+ Assessments Taken

Version	Started	Finished	Completed %	Modified By	Actions
SCDC RE-CLASSIFICATION - FEMALE	12/05/2019 04:08 PM	12/05/2019 04:28 PM	100%	STACEY E RICHARDSON	

SCDC RE-CLASSIFICATION - FEMALE [Started: 12/05/2019 04:08 PM] [Finished: 12/05/2019 04:28 PM]

RE-CLASSIFICATION - FEMALE SCORING

RE-CLASSIFICATION - FEMALE SCORING ⓘ

Classification	Points Possible	Points Scored	Score Result
RE-CLASSIFICATION - FEMALE	37	3	■ MINIMUM CUSTODY
NON-DISCRETIONARY MINIMUM CUSTODY RESTRICTIONS			■ NOT ELIGIBLE
RECOMMENDED			■ MEDIUM CUSTODY

+ Custody Assignment

None.

Select the custody drop down box and click on the final custody designation. If the custody is any custody other than the recommended custody, a detailed justification must be indicated in the text box. Click “add” when complete.

SCDC INITIAL CLASSIFICATION [Finished: 12/05/2019 03:57 PM]

Add Custody Assignment

Custody:

Text:

None.

Once the reclassification assessment has been completed, the ICC will ensure the inmate understands his assigned custody and the factors affecting the score. If an inmate chooses to waive appearance at the assessment, the classification caseworker will ensure the inmate is notified of the results.

South Carolina Department of Corrections Initial Classification - Males

Inmate's Name: _____ **SCDC #:** _____
Institution: _____ **Review Date:** _____

ITEM #1 Current Offense with Highest Category	Pts	Score
Category 1 or 2	1	
Category 3	3	
Category 4	5	
Category 5	7	
ITEM #2 Prior Commitments – Highest Category in Past 7 Years		
None	0	
Category 1 or 2	1	
Category 3	3	
Category 4	5	
Category 5	7	
ITEM #3 Escape History – in Past 7 Years		
None	0	
Class 2 or more	3	
Class 1 or more	7	
ITEM #4 Institutional Assaultive History – in Past 7 Years		
None	0	
Any Assault - no weapon	3	
Any Assault - weapon used	7	
ITEM #5 Current Age		
25 years and younger	2	
26 - 32 years	1	
33 - 50 years	0	
51 years and older	-1	
ITEM #6 Validated/Suspected Gang Membership		
Designated Gang Member	2	
No	0	
ITEM # 7 Mitigating Factors		
Verified Education (HS/GED or higher)	-1	
1 st Time Offender or Prior SCDC Minimum Custody at Release	-1	
Total Score		

South Carolina Department of Corrections Re-Classification – Males

Inmate's Name: _____ SCDC #: _____
 Institution: _____ Date of Review: _____ Review Reason: _____

ITEM #1 Current Offense with Highest Category	Pts	Score
Category 1 or 2	1	
Category 3	2	
Category 4	4	
Category 5	6	
ITEM #2 Prior Commitments with Highest Category – in Past 7 Years		
None	0	
Category 1 or 2	1	
Category 3	2	
Category 4	4	
Category 5	6	
ITEM #3 Escape History - in Past 7 Years		
None	0	
Class 2 or more	3	
Class 1 or more	7	
ITEM #4 Past Assaultive Disciplinary History – in Past 7 Years		
None	0	
Any Assault – no weapon	3	
Any Assault – weapon used	7	
ITEM #5 Current Age		
25 years and younger	2	
26 – 32 years	1	
33 -50 years	0	
51 years and older	-1	
ITEM #6 Validated/Suspected Gang Membership		
Designated Gang Member	2	
No	0	
ITEM #7 Number of Major Disciplinary Convictions		
None past 24 mos.	-2	
None past 12 mos.	-1	
1 - 3 past 12 mos.	1	
4 - 5 past 12 mos.	3	
6+ past 12 mos.	5	
Item #8 Work/Program Participation – in Past 12 Mos.		
Refusing to Work or Program	2	
Received Earned Work OR Program Credits within past 12 months	-1	
Received Earned Work AND Program Credits within past 12 months – Or Not Required	-3	
Total Score		

MALES - TOTAL CUSTODY SCORE (items 1 –8) - Circle One

10 or more points = Close
 5 to 9 points = Medium
 4 points or less = Minimum

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

<p><u>Non-Discretionary – Minimum Custody Restrictions</u></p> <p><input type="checkbox"/> Must have 8 years or less to maxout</p> <p><input type="checkbox"/> No convicted sex offenses</p> <p><input type="checkbox"/> No category 4 – 5 open arrest detainers</p> <p><input type="checkbox"/> No Hold or Wanted detainers (category 4 - 5)</p> <p><input type="checkbox"/> No out of state/federal detainer (Wanted/Hold/Notify)</p> <p><input type="checkbox"/> No ICE detainers</p> <p><input type="checkbox"/> Must be a U.S. Citizen</p> <p><input type="checkbox"/> No Class I escapes</p> <p><input type="checkbox"/> No Class II escape within 7 yrs</p> <p><input type="checkbox"/> No designated gang members</p> <p><input type="checkbox"/> No current violent with prior violent commitment</p>	<p><u>Discretionary Override – Higher Custody</u></p> <p><input type="checkbox"/> Recent Assaultive Behavior (w/in past 12 months)</p> <p><input type="checkbox"/> Gang affiliation/recent activities</p> <p><input type="checkbox"/> Crime More Severe Than Scored</p> <p><input type="checkbox"/> Prior Record More Severe Than Scored</p> <p><input type="checkbox"/> Recent Disruptive Behavior</p> <p><input type="checkbox"/> Notoriety of Offense</p> <p><input type="checkbox"/> Security Concerns</p> <p><input type="checkbox"/> Arrest History</p>	<p><u>Discretionary Override – Lower Custody</u></p> <p><input type="checkbox"/> Positive Adjustment</p> <p><input type="checkbox"/> Crime Less Severe Than Scored</p> <p><input type="checkbox"/> Pre-Release/ Re-Entry Programming Needs</p> <p><input type="checkbox"/> Prior Record Less Severe Than Scored</p> <p><input type="checkbox"/> Behavior Warrants less restrictive</p> <p><input type="checkbox"/> Prior minimum custody placement</p> <p><input type="checkbox"/> Physically disabled Inmate</p>
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Is Override of Scored Custody Level Recommended? Yes No

(Overrides must be made by a 2 – 3 member ICC committee.)

If yes, give rationale (required):

Recommend Population Assignment and Custody Level

Population Assignment	_____	Custody Level:	_____
General Population	GP	Minimum	MIN
Protective Custody	PC	Medium	MED
Medical	MD	Close	CLO
Mental Health	MH		
Restrictive Housing Unit	RHU		

Classification Caseworker: _____ **Date of Review** ____/____/____

Next Review Date ____/____/____

South Carolina Department of Corrections Initial Classification - Females

Inmate's Name: _____ **SCDC #:** _____
Institution: _____ **Review Date:** _____

ITEM #1 Current Offense with Highest Category	Pts	Score
Category 1 or 2	1	
Category 3	3	
Category 4	5	
Category 5	7	
ITEM #2 Prior Commitments – Highest Category in Past 7 years		
None	0	
Category 1 or 2	1	
Category 3	3	
Category 4	5	
Category 5	7	
ITEM #3 Escape History - in Past 7 Years		
None	0	
Class 2 or more	3	
Class 1 or more	7	
ITEM #4 Assaultive Disciplinary Convictions- in Past 7 Years		
None	0	
Any Assault - no weapon	3	
Any Assault - weapon used	7	
ITEM #5 Current Age		
25 years and younger	2	
26 – 32 years	1	
33 -50 years	0	
51 years and older	-1	
ITEM #6 Validated/Suspected Gang Membership		
Designated Gang Member	2	
No	0	
ITEM # 7 Mitigating Factors		
Verified Education (HS/GED or higher)	-1	
1st Time Offender or Prior SCDC Minimum Custody at Release	-1	
Total Score		

South Carolina Department of Corrections Re-Classification – Females

Inmate's Name: _____ SCDC #: _____
 Institution: _____ Date of Review: _____ Review Reason: _____

ITEM #1 Current Offense with Highest Category	Pts	Score
Category 1 or 2	1	
Category 3	2	
Category 4	4	
Category 5	6	
ITEM #2 Prior Commitments – Highest Category in Past 7 Years		
None	0	
Category 1 or 2	1	
Category 3	2	
Category 4	4	
Category 5	6	
ITEM #3 Escape History - in Past 7 Years		
None Listed	0	
Class 2 or more	3	
Class 1 or more	7	
ITEM #4 Past Assaultive Disciplinary History – in Past 7 Years		
None	0	
Any Assault – no weapon	3	
Any Assault – weapon used	7	
ITEM #5 Current Age		
25 years and younger	2	
26 – 32 years	1	
33 -50 years	0	
51 years and older	-1	
ITEM #6 Validated/Suspected Gang Membership		
Designated Gang Member	2	
No	0	
ITEM #7 Number of Major Disciplinary Convictions		
None past 24 mos.	-2	
None past 12 mos.	-1	
1 – 3 past 12 mos.	1	
4-5 past 12 mos.	3	
6+ past 12 mos.	5	
Item #8 Work/Program Participation – in Past 12 Mos.		
Refusing to Work or Program	2	
Received Earned Work OR Program Credits past 12 months	-1	
Received Earned Work AND Program Credits within past 12 months – Or Not Required	-3	
Total Score		

FEMALES - TOTAL CUSTODY SCORE (items 1 –8) - Circle One

12 or more points = Close
 7 to 11 points = Medium
 6 points or less = Minimum

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

<u>Non-Discretionary – Minimum Custody Restrictions</u>	<u>Discretionary Over-Ride – Higher Custody</u>	<u>Discretionary Over-Ride – Lower Custody</u>
<input type="checkbox"/> Must have 8 years or less to maxout <input type="checkbox"/> No convicted sex offenses <input type="checkbox"/> No category 4 – 5 open arrest detainers <input type="checkbox"/> No Hold or Wanted detainers (category 4 - 5) <input type="checkbox"/> No out of state/federal detainer (Wanted/Hold/Notify) <input type="checkbox"/> No ICE detainers <input type="checkbox"/> Must be a U.S. Citizen <input type="checkbox"/> No Class I escapes <input type="checkbox"/> No Class II escape within 7 yrs <input type="checkbox"/> No designated gang members <input type="checkbox"/> No current violent with prior violent commitment	<input type="checkbox"/> Recent Assaultive Behavior (w/in past 12 months) <input type="checkbox"/> Gang Affiliation/Recent Activities <input type="checkbox"/> Crime More Severe Than Scored <input type="checkbox"/> Prior Record More Severe Than Scored <input type="checkbox"/> Recent Disruptive Behavior <input type="checkbox"/> Notoriety of Offense <input type="checkbox"/> Security Concerns <input type="checkbox"/> Arrest History	<input type="checkbox"/> Positive Adjustment <input type="checkbox"/> Crime Less Severe Than Scored <input type="checkbox"/> Pre-Release/ Re-Entry Programming Needs <input type="checkbox"/> Prior Record Less Severe Than Scored <input type="checkbox"/> Behavior Warrants Less Restrictive <input type="checkbox"/> Prior Minimum Custody Placement <input type="checkbox"/> Physically Disabled Inmate

Is Over-Ride of Scored Custody Level Recommended? Yes No
 (Over-rides must be approved by a 2 – 3 member ICC committee.)

If yes, give rationale (required):

Recommend Population Assignment and Custody Level

Population Assignment	_____	Custody Level:	_____
General Population	GP	Minimum	MIN
Protective Custody	PC	Medium	MED
Medical	MD	Close	CLO
Mental Health	MH		
Restrictive Housing Unit	RHU		

Classification Caseworker: _____ **Date of Review** ____/____/____
Next Review Date ____/____/____