



<u>ADMINISTRATIVE REGULATION</u>		REGULATION NUMBER 600-01	PAGE NUMBER 1 OF 17
 COLORADO DEPARTMENT OF CORRECTIONS		CHAPTER: Offender Classification	
		SUBJECT: Offender Classification	
RELATED STANDARDS: ACA Standards 2-CO-4B-01 through 2-CO-4B-03, 4-4133, 4-4250, 4-4251, 4-4254, 4-4281-2, 4-4295 through 4-4302, 4-4305, 4-4399, 4-4400, and 4-4502		EFFECTIVE DATE: May 1, 2016	
		SUPERSESION: 01/01/15	
OPR: DOP	REVIEW MONTH: February	 Rick Raemisch Executive Director	

I. POLICY

- A. *The Colorado Department of Corrections (DOC) will provide for a written offender classification plan. [4-4502] The plan specifies the objectives of the classification system and methods for achieving them and it provides a monitoring and evaluation mechanism to determine whether the objectives are being met. The plan will be reviewed annually and updated, as needed. [4-4295]*
- B. *The DOC will ensure that all offenders are classified at the most appropriate custody level. This policy includes the DOC classification plans, classification status reviews, and the identification of special needs. [2-CO-4B-01]*
- C. As a resource to lower recidivism rates, the DOC will give emphasis to program completion in the offender classification process.

II. PURPOSE

The purpose of this administrative regulation (AR) is to:

- A. *Provide objective risk assessment guidelines/criteria for facility security level and offender custody level assignments for all offenders. [4-4281-2]*
- B. Provide monitoring and tracking of each offender's custody and program accomplishments during confinement.
- C. *Provide criteria for central classification officers and assigned case managers for objective risk management assessment. [4-4281-2]*
- D. Ensure that offender programming needs and completion options are reviewed and taken into consideration as a major component of the offender (re)classification process.

III. DEFINITIONS

- A. Case Manager (CM): An individual responsible for direct involvement with offenders and ensuring an ongoing process of case monitoring, case recording, counseling, and guidance. Direct involvement will also include field community parole officers (CPO) and team leaders working in liaison with community corrections centers.

CHAPTER	SUBJECT	AR #	Page 2
Offender Classification	Offender Classification	600-01	EFFECTIVE 05/01/16

- B. Central Classification Committee: A group of classification specialists within the Central Classification Unit of the Office of Offender Services. Central classification staff will serve as liaisons to and for their assigned facilities in the areas of classification and case management. The chairperson of the central classification committee will be the associate director of Offender Services or designee.
- C. Classification: The process of determining an offender's custody level through the use of objective scoring instruments to be used to assess risk associated with the offender in a facility and used in conjunction with other information to determine facility assignment.
- D. Custody Issues: When an offender reports that his/her safety may be compromised from a civilian or another offender, may include but limited to: testimony provided in a court of law, information provided to law enforcement related to criminal activity, by the nature of their crime, rival gang issues, extended family of the victim, debts incurred, offender's extended family, or victim proneness. It will be the responsibility of the offender to provide information that can be confirmed and validated.
- E. Custody Level: The degree of supervision required for each offender. Custody level utilizes the terms of minimum, minimum-restricted, medium, and close.
- F. Diagnostic Programmer: A DOC employee at or above the level of a correctional officer III, who is responsible for the initial classification and the related diagnostic assessment of the offender upon his/her arrival into the department, and compiles the information that makes up the offender record.
- G. DOC Employee: Someone who occupies a classified, full or part-time position in the State Personnel System (including management and non-classified positions) in which the Department has effect over pay, tenure, and status.
- H. Executive Assignment Order (EAO): An electronic form that authorizes an offender's movement from one permanent facility to another permanent facility on behalf of the executive director or designee.
- I. Intake, Assessment and Classification Unit: Operational unit in the Denver Complex responsible for the completion of the initial assessment, classification and offender record creation for offenders sentenced to the Department of Corrections.
- J. Internal Classification Committee Chairperson: Designated individual at the level of case manager III or designee who is responsible for all external classification proceedings within the facility/division which may include community parole supervisors or designee.
- K. Internal Classification: The process used within the individual facilities to determine assignment of offenders to housing, programs, and work assignments based upon offender behavior, needs and risk assessed in conjunction with the scored custody level.
- L. Internal Classification Committee: A multidisciplinary committee within each respective facility chaired by the Administrative Head/designee, at or above the level of Correctional Officer IV which is responsible for all facility internal classification and status proceedings, housing/cell assignments, work and program assignments, Code of Penal Discipline outcome management and other relevant internal offender management systems.
- M. Interstate/Intrastate Contract or Jurisdiction Cases: Offenders placed in a state with which Colorado has specific contracts for bed space.
- N. Maximum/New Arrival: The status designation given to an offender that is received at the Denver Complex from the jail backlog, pending initial classification determination.

CHAPTER	SUBJECT	AR #	Page 3
Offender Classification	Offender Classification	600-01	EFFECTIVE 05/01/16

- O. Override: An action taken on the external classification instrument to increase or decrease the final custody of an offender from the scored custody level, based on mandatory or discretionary criteria, in order to match the final custody with the security level of the facility.
- P. Restrictive Housing: A form of housing for offenders whose continued presence in the general population would pose a serious threat to life, property, self, staff, or other offenders, or to the security or orderly operation of a correctional facility.
- Q. Removal from Population (RFP): *A temporary status reserved for offenders who, for security/safety reasons, must be removed from general population. [4-4251]*
- R. Restrictive Housing Maximum Security Status: The most restrictive offender management status for those offenders who have demonstrated through their behavior that they pose a significant risk to the safety and security of staff and other offenders, as well as to the safe and orderly operation of general population. Maximum Security status is primarily used for offenders who have demonstrated through their behavior that they pose a risk to the safe and orderly operation of a general population correctional facility.
- S. Security Level: The physical features and operational requirements of a facility. Security levels are referred to in terms of Level I, Level II, Level III, Level IV, and Level V.
- T. Special Needs Offenders: Offenders whose mental and/or physical condition requires special accommodation by DOC employees, contract workers, or volunteers. Special needs offenders may include, but are not limited to, drug or alcohol addicts or abusers, the emotionally disturbed, mentally retarded, suspected mentally ill, physically handicapped, chronically ill, the disabled or infirm, those with documented custody issues and those with limited academic ability or learning disability.
- U. Status: A housing and management assignment other than General Population.
- V. Technical Parole Violator (TPV): An offender whose parole has been revoked by the parole board for one or more violations of parole conditions, other than a new felony conviction, or an offender who requests revocation and has no new felony convictions.

IV. PROCEDURES

- A. Classification Rating Process: The DOC utilizes an objective rating process to balance the assignment of offenders at the lowest custody level consistent with an objective assessment of public risk, the safety of DOC employees/contract workers and other offenders, the security needs of the offender, and the programmatic needs of the offender.
- B. Facility Security Levels: Each facility operated by, or under contract to, the DOC will have a designated security level. Designation of security levels will be as follows:

FACILITY SECURITY LEVELS

Level V Facilities

Colorado State Penitentiary (CSP)
Denver Women's Correctional Facility (DWCF) (females)
Denver Reception and Diagnostic Center (DRDC)

CUSTODY LEVEL OFFENDER

Mixed - (May include Close and below as well as offenders assigned a certain designation and status)

CHAPTER	SUBJECT	AR #	Page 4
Offender Classification	Offender Classification	600-01	EFFECTIVE 05/01/16

San Carlos Correctional Facility (SCCF)
Sterling Correctional Facility (SCF) (*)

Level IV Facilities

Centennial Correctional Facility (CCF)
Limon Correctional Facility (LCF) (*)

Level III Facilities

Arkansas Valley Correctional Facility (AVCF)
Buena Vista Correctional Complex (BVCC) (*)
Colorado Territorial Correctional Facility (CTCF)
Fremont Correctional Facility (FCF) (*)
La Vista Correctional Facility (LVCF) (females)
Youthful Offenders System (YOS)
YOS Adult Males—(Southern Transfer Unit-STU)
Bent County Correctional Facility (BCCF) ** (males)
Crowley County Correctional Facility (CCCF) ** (males)
Kit Carson Correctional Facility (KCCF) ** (males)
Cheyenne Mountain Re-Entry Center—(CMRC) ** (males)
**Private Contract Prisons

Level II Facilities

Arrowhead Correctional Center (ACC)
Buena Vista Minimum Center (BVMC)
Four Mile Correctional Center (FMCC)
Trinidad Correctional Facility (TCF)
Sterling Correctional Facility (SCF EAST Yards)

Level I Facilities

Colorado Correctional Center (CCC)
Delta Correctional Center (DCC)
Rifle Correctional Center (RCC)
Skyline Correctional Center (SCC)
Contract Community Correction Centers [4-4502]

Mixed Close / Medium and below (*)
denotes designated Close Units

Mixed - Close and below (*) denotes
designated Close Units

**Mixed- Minimum Restricted and Below

Minimum Custody

- C. Offender Custody Designations: Identified custody levels constitute the standards of supervision within each facility operated by, or under contract to, the DOC.
1. Each offender under custody of the executive director will be assigned a ***level of custody and provided with a regular review of their classification. [4-4296]***
 2. Relationship to administrative regulations 250-03, *Community Corrections Referral and Placement Process*: The review procedures outlined herein do not apply to cases that are assigned to a community corrections center or to the Inmate Intensive Supervision Program. For offenders assigned to Community Corrections (COM) or the Inmate Intensive Supervision Program (ISPI) STATUS, the classification process is suspended unless the offender is recommended for removal from community corrections for return to a correctional facility.

CHAPTER	SUBJECT	AR #	Page 5
Offender Classification	Offender Classification	600-01	EFFECTIVE 05/01/16

3. *Offenders will be reviewed at least every twelve months to ensure that they are assigned to the lowest custody and housed at the lowest security level facility balancing the needs of the offender and the department with the safety of the general public, DOC employees, contract workers, volunteers, and other offenders. [4-4300]*

D. **Initial Offender Classification:** The administrative head of the Denver Reception and Diagnostic Center (DRDC) will be responsible for the scoring process of the Offender Initial Custody Rating instrument for all offenders committed to the custody of the executive director on a new incarceration. All parole violators, regardless of status, will be scored according to the provisions of this AR.

1. *At initial classification, each offender is assigned to a diagnostic programmer to ensure supervision and personal contact. [4-4299]* The diagnostic programmer will review all relevant casework materials. *The DOC solicits and uses pre-institutional assessment information regarding the offender's progress and adjustment [4-4298]* including, but not limited to, mittimus, Pre-Sentence Investigation Report (PSIR), criminal history, escape history, detainers, and any prior commitment records available at the time of programming.

2. Diagnostic programmers will thoroughly review each offense, current and prior, and determine the offender's violent offender status pursuant to C.R.S 18-1.3-406 by completing AR Form 600-01F, Crime of Violence Decision Flow Chart, to determine if the crime is violent or non-violent.

a. Upon determination of the convicted offenses, the results will be entered immediately into the Department of Corrections Information System (DCIS.)

b. Offenders already within the custody of the DOC, or who have received new convictions subsequent to their initial classification, will be reviewed by their assigned case manager, prior to their next classification review to determine whether the offense is violent or non-violent. Upon review, the case manager will complete the MTVCRM electronic form and ensure the information is entered into DCIS.

c. In cases where a question arises regarding the determination of whether an offense is violent or non-violent, the issue will be referred to the assistant director of Offender Services or designee for resolution.

3. The diagnostic programmer will complete the Offender Initial Custody Rating instrument. (See attachments 600-1B and 600-1D)

a. The scored custody level will constitute the assigned custody level unless an override has been requested in accordance with provisions contained herein.

b. An override may be requested by either the diagnostic programmer or the DRDC internal classification committee chairperson.

1) If an override is recommended, the DRDC internal classification committee chairperson will review the recommendation(s) and either agree or disagree with the override request. If the internal classification committee disagrees with the request, they will recommend the scored custody and provide a statement of justification on the initial custody rating instrument, and document the justification in the record.

2) Regardless of whether or not the DRDC internal classification committee chairperson agrees with the recommendation for override, the initial custody rating instrument, with all supporting documentation, will be forwarded electronically to the Central Classification Committee in Offender Services.

3) The Assessment and Classification Unit will forward a list of all completed offender records electronically to the Central Classification Unit in the Office of Offender Services each business day.

CHAPTER	SUBJECT	AR #	Page 6
Offender Classification	Offender Classification	600-01	EFFECTIVE 05/01/16

- 4) The Central Classification Committee will determine the assigned facility through a process of review and evaluation of all pertinent information collected at DRDC. This includes at a minimum:
 - a) Mental and mental health stability;
 - b) Escape history;
 - c) Assaultive behavior;
 - d) Medical status;
 - e) Age;
 - f) Custody issues.

- 5) The Central Classification Committee in the Office of Offender Services may agree or disagree with the facility recommendation and will:
 - a) Resolve each classification action through authorizing, denying, or modifying the instrument.
 - b) Document justification for any action taken in the record, as well as in the initial custody rating instrument program.
 - c) Execute an executive assignment order authorizing the offender's facility assignment.

- 6) All offenders assigned to DRDC for the purpose of assessment and classification, are considered diagnostic program offenders for housing purposes in accordance with Colorado Revised Statute 17-40-106. Offenders are no longer considered in the diagnostic program once the assessment and classification has been completed and the offender is transferred to a permanent facility or transitional unit.
 - a) All unclassified offenders at DRDC will be managed as **MAXIMUM custody**, until initial classification has taken place. Offenders assigned to DRDC for medical reasons or as permanently assigned offenders will be supervised in accordance with their assigned custody levels.
 - b) All offenders received with a death penalty sentence will be reviewed for close custody management control units, in accordance with AR 600-09, *Close Custody Offenders*. All male offenders will initially be assigned to the Sterling Correctional Facility (SCF) or the Colorado State Penitentiary (CSP) and all female offenders will initially be assigned to the Denver Women's Correctional Facility (DWCF).

E. Mandatory and Discretionary Scoring Using the "Offender Initial Custody Rating" Instrument

1. A mandatory classification scoring will be completed using the Offender Initial Custody Rating instrument, if the offender's first six month review date for reclassification has not been reached, and new or additional information has been received by the DOC which would alter any of the factor scores.
2. Discretionary classification scoring will be completed using the Offender Initial Custody Rating instrument if the offender's custody level was scored with an initial instrument and the offender's first six month review date for reclassification has not been reached. The internal classification committee chairperson must agree with any decision to re-score the offender. Reasons for discretionary scoring are as follows:
 - a. Medical or mental health need.
 - b. Separation (custody) issues/needs.
 - c. Facility security and or safety.
 - d. Program/services need change.

CHAPTER	SUBJECT	AR #	Page 7
Offender Classification	Offender Classification	600-01	EFFECTIVE 05/01/16

- e. Bed capacity of the DOC changes.
 - f. Any other reason deemed sufficient by the case manager, and/or internal classification committee chairperson, and **ALL** reasons will be documented in the offender record as well as in the classification instrument program.
 - g. When an offender receives a formal conviction of the Code of Penal Discipline (COPD) (AR 150-01, *Code of Penal Discipline*), a mandatory classification review will be conducted utilizing AR Form 600-01C, Offender Reclassification Custody Rating.
3. **Any** offender received at DRDC identified as a parole violator, regardless of revocation status that include revocations resulting in a new conviction, will be scored on the “Offender Reclassification Custody Rating” instrument.
 4. Offenders at high risk for sexual victimization or an offender who is alleged to have suffered sexual abuse or sexual assault will not be placed in restrictive housing unless an assessment of all available alternatives has been made, and a determination has been made that there is no available alternative means of separation from likely abusers. If a facility cannot conduct such an assessment immediately, the facility may hold the offender in restrictive housing for less than 24 hours while completing the assessment (**115.43(a), 115.68**).
 - a. Offenders placed into restrictive housing for this purpose will have access to programs, privileges, education and work opportunities to the extent possible. If the facility restricts access to program, privileges, education or work opportunities, the facility will document the opportunities limited, the reason for such limitations, and the duration of the limitation (**115.43(b)**).
 - b. The facility will assign such offenders to restrictive housing only until an alternative means of separation from likely abusers can be arranged, such an assignment will not exceed a period of 30 days.
- F. ***Offender Reclassification: The classification plan provides for maximum involvement of representatives of relevant institutional programs and the offender concern in classification reviews. [4-4297]***
1. The first reclassification is due six months from the scoring date of the initial classification. All subsequent reclassifications will be completed no less than every 12 months.
 2. Diagnostic programmers (DP), case managers (CM), or community parole officers (CPO) will actively engage offenders in the classification planning process through personal interviews. ***Unless precluded for security or other substantial reasons, all offenders are allowed to appear at their classification review and are given a 48 hour notice, prior to their review. Such notice may be waived by the offender, in writing [4-4302]*** (See the Case Management Manual). Offender participation will be documented by the assigned CM or CPO. In addition to those contacts required pursuant to administrative regulation 550-01, *Integrated Case Management System*, the CM or CPO will, at a minimum, ensure that the offender is aware of the classification process.
 3. The CM or CPO will ensure that each offender is interviewed and a reclassification is completed using the Offender Reclassification Custody Rating instrument, no less than once every 12 months, except as outlined in section G below and in section IV. I. of this AR. (*See attachments 600-1C and 600-1E*)
 4. Upon considering any reclassification, the CM or CPO will review all relevant casework materials and request input from relevant programs, if none currently exists in the file.
 5. Offenders participating in programming will not be moved prior to completion unless significant safety, security or services needs arise and cannot be adequately addressed at the current facility assignment. Any such movement will be documented in the record.

CHAPTER	SUBJECT	AR #	Page 8
Offender Classification	Offender Classification	600-01	EFFECTIVE 05/01/16

G. Mandatory and Discretionary Scoring Using the Offender Reclassification Custody Rating Instrument

1. Mandatory Reviews: If the offender's current custody level was scored using the Offender Reclassification Custody Rating instrument, the following will require a mandatory classification scoring:
 - a. A new criminal conviction is received or a criminal conviction is altered.
 - b. Disciplinary conviction, reversal of conviction and/or expunging of conviction for Class I or II COPD violations.
 1. A reclassification will be completed under these circumstances **only if**:
 - a) The scored custody would be higher than the offenders present custody level
 - b) The resulting reclassification would require facility re-assignment
 - c. **Any** offender identified as a parole violator, regardless of revocation status that include revocations resulting in a new conviction, arriving at DRDC will be scored on the Offender Reclassification Custody Rating" instrument.
2. Discretionary Scoring: If the offender's current custody level was scored using the Offender Reclassification Custody Rating instrument, the following may be considered as cause to conduct a discretionary review for the purpose of offender re-assignment:
 - a. Medical or mental health need.
 - b. Separation/Custody issues.
 - c. Facility security and or safety.
 - d. Program/services needs level change.
 - e. Bed capacity of the DOC changes.
 - f. Any other reason deemed sufficient by the CM or CPO, and/or internal classification committee chairperson, and approved by the Central Classification Committee in Offender Services. **ALL** reasons will be documented in the offender record as well as in the classification instrument program.

H. Override from the Scored Custody Level: An override from the scored custody level must be submitted to the internal classification committee chairperson.

Overrides will consist of the following types:

1. **Mandatory (non-discretionary) overrides**- Overrides that are required under policy to restrict offenders from progressing below a level III facility or a level II facility. Mandatory overrides consist of the following:
 - a. Time Restriction- PED/MRD/SDD
 - b. Sex Offender restriction
 - c. Mental Health/Medical Code restriction (based on Clinical Time/Needs Matrix (AR 700-2)
 - d. Felony Detainer- restriction for level II or level I
 - e. ICE Detainer- I note exceptions K. 6.a.7.
 - f. Prior Escape (Secure Facility)

CHAPTER	SUBJECT	AR #	Page 9
Offender Classification	Offender Classification	600-01	EFFECTIVE 05/01/16

2. Discretionary Overrides- Overrides that are used for assigning a higher custody or a lower custody contrary to the scored custody of the offender.
 - a. Higher custody overrides relate to the following:
 - 1) Recent assaultive behavior
 - 2) STG/gang activities
 - 3) Crime More Severe Than Scale Indicates
 - 4) Prior Record More Severe than indicated
 - 5) Recent Disruptive Behavior
 - 6) Notoriety of Offense
 - 7) Pending Moderate and Above Charges
 - 8) Close (MAX)
 - 9) Transition from Close (MAX)
 - 10) RTP Assignment (CCF)
 - 11) Retain for Programs
 - 12) Program Noncompliance
 - b. Lower custody overrides relate to the following:
 - 1) Positive adjustment
 - 2) Crime less severe than scored
 - 3) Clinical, Education, and Reentry programming needs and completion options
 - 4) Prior record less severe than scored
 - 5) Facility retention override
 - 6) Community corrections placement
 - 7) Heroic behavior
 - 8) Manageable at level I
 - 9) Manageable at level II
 - 10) Manageable at level III
 - 11) ICE detainer level I
 - 12) ICE detainer level II
 - 13) Program – SOTMP
 - 14) TC Drug and Alcohol
3. The internal classification committee chairperson may agree, disagree, or recommend modification to cases presented for an override. The internal classification committee chairperson will review all discretionary scoring with or without the presence of an override recommendation.
 - a. In such cases, the internal classification committee chairperson will review all documentation. If the offender disagrees with the recommendation, the committee may take the offender's statement, prior to making a decision to agree, disagree, or modify the override request, if such request has been made. Exceptions to offender participation may be made by the internal classification committee chairperson for security reasons or good cause, and the justification must be documented in the record. Refer to section IV.J.1. for a description of reasons for appeal.
 - b. In the event that the internal classification committee chairperson disagrees with the override recommendation, the administrative head will be notified and provided justification for the decision. The classification instrument will reflect the decision.
 - c. In the event that the internal classification committee chairperson agrees with an override recommendation, the override recommendation and appropriate supporting documentation will be forwarded to the Central Classification Committee in the Office of Offender Services for final custody level determination.

CHAPTER	SUBJECT	AR #	Page 10
Offender Classification	Offender Classification	600-01	EFFECTIVE 05/01/16

4. The Central Classification Committee will review and resolve each classification action through authorizing, denying, or modifying of the instrument. The Central Classification Committee will justify any decision by documenting it in the offender's record as well as in the classification instrument program.
 5. The Central Classification Committee may initiate an override from the scored custody level of an offender, if such action is warranted to meet policy established for the classification and offender management systems. Any such override will be documented in the offender record as well as on the appropriate classification custody rating instrument.
 6. ***The DOC will provide for identification of special needs offenders. [2-CO-4B-01] [4-4305] An override for special needs may be invoked only if accompanied by a recommendation from an institutional physician, psychiatrist, psychologist, or another health services professional approved by the DOC. It is to be used when the medical or psychological condition, or the intellectual functioning, of an offender requires a different level of supervision than called for by the document score, e.g., serious or contagious diseases, psychotic or suicidal behavior, and/or severe intellectual deficiencies. [4-4399] Offenders with academic special needs may progress to lower security levels as academic programs are available at all lower levels (consistent with custody designation).***
- I. Exceptions to 12 Month Reclassification Reviews: CMs or CPOs are not required to perform routine 12 month reviews on the following offenders (with the exception of any items meeting section IV.G.1. criteria):
1. Offenders participating and assigned to community corrections (COM status) or the Intensive Supervision Program Inmate (ISPI status).
 2. Offenders on escape status.
- J. Offender Appeal: ***The DOC offender classification plan specifies criteria and procedures for determining and changing an offender's classification status; the plan includes at least one level of appeal. [4-4301] [2-CO-4B-03]***
1. When the offender disagrees with the recommendation of the diagnostic programmer, CM, or CPO, the offender may appear before the internal classification committee chairperson and make a statement. An offender's appearance may be precluded for security or other substantial reasons and must be documented in the record.
 - a. The following are criteria to be used to determine what constitutes disagreeing with and/or appealing the recommendation by the diagnostic programmer, CM, or CPO:
 - 1) A dispute regarding the accuracy of the scoring of any factor.
 - 2) A dispute regarding movement resulting from inaccurate scoring.
 - 3) If an override requiring movement would impact the offender's current program assignment.
 - b. The following are examples of what would not constitute an appeal of the custody rating instrument, recommendations, or decisions:
 - 1) COPD conviction resulting in facility re-assignment.
 - 2) Program termination resulting in facility re-assignment.
 2. For the purposes of this section, internal classification committee chairperson is defined in Section III. E. The decision of the internal classification committee chairperson will be documented in the record as well as on the reclassification custody rating instrument.

CHAPTER	SUBJECT	AR #	Page 11
Offender Classification	Offender Classification	600-01	EFFECTIVE 05/01/16

3. If the offender disagrees with the internal classification committee chairperson's decision and wishes to appeal, the offender must submit a DOC Offender Appeal Form (DC Form 150-01D) to the internal classification committee chairperson. The administrative head or designee will review the committee chairperson's decision and their decision will serve as the final appeal level by the offender. The final decision will be in writing and documented in the record.

K. Facility Assignments: *Offenders may be eligible for assignment to a facility based on their scored custody level and specific criteria outlined below. [4-4281-2]*

1. Facility Assignment Criteria: Assignment to a particular custody designation does not grant the right to be assigned to, or remain at, a particular facility.
2. Temporary assignment for medical purposes will not be considered facility transfers within the scope of this AR.
3. Lateral facility assignment regarding offender management issues, which impact or serve the interests of the DOC, that are outside of the normal classification process, may be made at any time by administrative head or designee in collaboration with the associate director of Offender Services or designees.
4. Offenders who are required to attend, or are recommended to attend, specialized programs (Sex Offender Treatment Program, therapeutic communities) will be screened for referral to the appropriate program. In the event that an offender fails to comply with the specific program requirements, their facility assignment will not be lower than a **Level III facility**, and their final custody will not be less than medium.
5. Any request for a variance to the established criteria for placement of an offender at any security level will be forwarded to the assistant director of Offender Services for initial review. If the request is warranted, a staffing will occur with the appropriate deputy director of Prisons and appropriate facility administrative head for final determination.
6. An offender will be eligible to be considered for assignment to an appropriate level facility in the event that the following criteria are met. It is the intent of the DOC to ensure that offenders who are enrolled in identified programs are afforded the opportunity to complete the program prior to consideration for lateral or progressive movement:
 - a. Level I Facility Assignment: An offender is eligible **to be considered** for assignment to a Level I facility if all of the following criteria are met:

- 1) Current custody level is minimum and assignment does not create a significant security risk.

For Colorado Correctional Center/Delta Correctional Center/Rifle Correctional Center, less than 36 months remain to parole eligibility date (PED), and less than ten years to a mandatory release date (MRD)/institutional discharge date (SDD).

For placement at Skyline Correctional Center, the offender must have less than 60 months remaining to PED and less than ten years remaining to MRD/SDD.

- 2) Has not been identified as a sex offender recommended for offense specific treatment while in prison based on past or current conviction, factual basis, or police reports of charges filed indicating verifiable behavior.

Offenders with an S code of 3, 4, or 5 with a qualifier code of "L" are eligible for Level I placement (see AR Form 700-02A, Clinical Needs and Time Placement Matrix).

CHAPTER	SUBJECT	AR #	Page 12
Offender Classification	Offender Classification	600-01	EFFECTIVE 05/01/16

- 3) If serving sentence(s) for a violent crime(s), the offender must serve at least six months in a Level III, or higher, facility
 - 4) Must meet clinical needs placement matrix (see AR Form 700-02A).
 - 5) Offenders who have felony detainers, pending charges, or warrants may be considered for placement at level I facility if:
 - a) It is has been verified as non-extraditable.
 - b) The detainer, pending charge, or warrant is for a non-violent case at or below a Class 5 felony.
 - c) It is staffed with Central Classification and is approved by the administrative head or designee.
 - d) Placement is **NOT** for a community corrections assignment.
 - 6) Offenders with Immigration and Customs Enforcement (ICE) detainers may be eligible for placement at DCC/RCC/CCC. Offenders with ICE detainers are not eligible for placement at Skyline Correctional Center or at community corrections centers.
 - 7) Community Assignment: An assignment must be approved by the community corrections board if the offender meets timeframes and criteria for referral according to C.R.S. 18-1.3-301 and AR 250-03, *Community Corrections Referral and Placement Process*.
 - 8) Offenders who have an identified escape history may be considered for placement at a security level I facility if:
 - a) The escape/attempted escape was from a community based placement or was an absconder from supervised parole/probation.
 - b) The escape/attempted escape was without violence, from a security level II facility or below, and not in the last seven years.
 - c) The escape/attempted escape was without violence, from a security level III facility or above, and not in the last 15 years.
 - d) If the escape/attempted escape involved violence either during the escape or while on escape status, regardless of security level of facility, the offender is **NOT** eligible for level I assignment.
- b. Level II Facility Assignment: An offender is eligible **to be considered** for assignment to a Level II facility if all the following criteria are met:
- 1) Current custody level is minimum restricted, or below, and assignment would not create a significant security risk.
 - 2) Less than 60 months remain to PED and no restriction on MRD/SDD.
 - 3) If serving sentence(s) for a violent crime(s), the offender must serve at least six months in a Level III or higher facility. .
 - 4) Must meet clinical needs placement matrix (see AR Form 700-02A).
 - 5) Meets stipulations for identified treatment needs as identified in section IV.K.4 of this AR.
 - 6) Offenders serving a life sentence, **with the possibility of parole**, must have their case staffed by Central Classification prior to any progressive movement below Level III. The facility case manager

CHAPTER	SUBJECT	AR #	Page 13
Offender Classification	Offender Classification	600-01	EFFECTIVE 05/01/16

will be responsible to notify the central classification officer that the offender is being considered for progressive movement. The Central Classification officer will submit their recommendation to the associate director of Offender Services for review. Any decision made to progress such an offender will be done in accordance to a variance request as outlined in section IV.K.5. of this AR.

- 7) Offenders serving a life sentence without the possibility of parole are not eligible for level II placement.
- 8) Has not been identified as a sex offender recommended for offense specific treatment while in prison due to past or current conviction, factual basis, or police reports of charges filed indicating verifiable behavior. Exceptions may be made for placement in a Sex Offender Treatment Program.

Offenders with an S code of 3, 4, or 5 with a qualifier code of "L" are eligible for Level II placement (see AR Form 700-02A).

- 9) Offenders who have felony detainers, pending charges, or warrants may be considered for placement at level II facility if:
 - a) It is has been verified as non-extraditable or,
 - b) The detainer, pending charge, or warrant is for a non-violent case at or below a Class 4 felony.
 - c) It is staffed with Central Classification and is approved by the facility administrative head or designee.
- 10) Offenders who have identified escape history may be considered for placement at a security level II facility if:
 - a) The escape/attempted escape was from a community based placement or an abscond from supervised parole/probation.
 - b) The escape/attempted escape was without violence, from a security level II facility or below, and not in the last seven years.
 - c) The escape/attempted escape was without violence, from a security level III facility or above, and not in the last ten years.
 - d) If the escape/attempted escape involved violence either during the escape or while on escape status, regardless of security level of facility, the offender is **NOT** eligible for security Level II assignment.
- 11) Offenders may be assigned to the Sterling Correctional Facility (SCF) East yards with the following time criteria:
 - a) May have up to eight years to PED
 - b) No restriction on MRD or SDD.
12. Offenders determined to benefit from accessible housing may be considered for placement at lower custody level accessible facilities in exception to existing placement criteria.

CHAPTER	SUBJECT	AR #	Page 14
Offender Classification	Offender Classification	600-01	EFFECTIVE 05/01/16

- a) These cases will be staffed by a multi-disciplinary team. The team should consist of a member from central classification, clinical services staff at the receiving facility, the management team at the receiving facility and the regional health services administrator.
- b) Once a decision on the appropriateness of the placement is made, central classification will initiate a variance request for approval from the director of Prisons as listed in IV.K.5. of this AR.
- c. Level III Facility Assignment: An offender is eligible **to be considered** for assignment to a Level III facility if all the following criteria are met:
 - 1) Current custody level is mixed, (close or medium).
 - a) Offenders with a final custody less than medium may be housed at level III but only for specific work assignments as dictated by the needs of the facility.
 - b) Offenders with a final custody of Close will be housed in specifically identified units and managed according to *AR 600-9 Management of Close Custody Offenders*.
 - c) Offenders will be managed in designated units based upon their final custody and or status which includes protective custody.
 - 2) Must meet clinical needs placement matrix (see AR Form 700-02A).
- d. Level IV Facility Assignment: An offender is eligible **to be considered** for assignment to a Level IV facility if all the following criteria are met:
 - 1) Current custody level is mixed (close or medium). Offenders with a final custody less than medium may be housed at level IV but only for specific work assignments as dictated by the needs of the facility. Offenders will be managed in designated units based upon their final custody and or status which includes protective custody.
 - 2) Must meet clinical needs placement matrix (see AR Form 700-02A).
- e. Level V Facility Assignment: An offender is eligible **to be considered** for assignment to a Level V facility if any of the following criteria are met:
 - 1) Current custody level mixed, close, and below and includes Restrictive Housing - Maximum Security Status (RH - MAX), close custody management control and transition units or residential treatment programs.
 - 2) Active death sentences (Colorado State Penitentiary, Sterling Correctional Facility, or Denver Women's Correctional Facility assignment only).
 - 2) Offenders who are assigned to a specialized program, status, and/or facility, such as but not limited to:
 - a) Colorado State Penitentiary,
 - b) Sterling Correctional Facility,
 - c) Denver Women's Correctional Facility,
 - d) Denver Reception and Diagnostic Center,
 - e) San Carlos Correctional Facility, or
 - f) Centennial Correctional Facility.

CHAPTER	SUBJECT	AR #	Page 15
Offender Classification	Offender Classification	600-01	EFFECTIVE 05/01/16

As much as possible offenders will be managed in designated units based upon their final custody and or status.

L. Supervision of Offenders Prior to Assignment

1. In the event that an offender is on a waiting list for assignment to a facility with a higher designated security level, the offender will be supervised at the higher assigned custody level to the extent practicable within the resources available at their present facility.
2. In the event that an offender is on a waiting list for assignment to a facility with a lower designated security level, the offender will be supervised at the custody level equivalent to the security level of the current facility.
3. If continued housing of an offender at their presently assigned facility would pose significant risk of injury to the offender, another offender(s), or constitute an extreme risk or threat to the security of the facility or risk to the general public, the offender will be reviewed for temporary assignment to a more appropriate facility on an emergency basis. Such movement will be approved by the associate director of Offender Services or designee within one working day and must be followed by appropriate classification documents within ten working days.

M. Removal from General Population (RFP): *If housing of an offender within the general population would be inconsistent with the safety of the offender*, DOC employees, contract workers, volunteers, visitors, or the security of the facility, the *shift commander may order the removal of the offender from general population, as a temporary classification action. The offender may be reassigned to a separate living area when no other alternative is available, [4-4133] [4-4251]* within the current facility or another facility. In such cases, the following procedures will be followed:

1. Procedures for using the RFP Form AR Form 600-01A:

- a. The shift commander will complete AR Form 600-01A, Removal from Population and forward to the facility administrative head or designee no later than one working day after such action has been taken. *Clinical Services will be informed immediately when an offender is removed from population so a screening (anatomical) may be performed. [4-4400]*
- b. The administrative head or designee will review the removal of an offender from general population within one working day after such action has been taken.
- c. *The internal classification committee chairperson and/or classification officer will review the RFP within three working days of the administrative head review. [4-4250]*
- d. *The offender will be returned to the general population within ten (10) working days after removal, unless reclassification, disciplinary, or restrictive housing maximum status review procedures have been initiated. The return to general population will be reviewed and approved by the appropriate authority, as designated by facility policy. In the event that any one of these procedures has been initiated, the time limits and review/approval of the applicable policy will be followed. [4-4254]*

2. Exceptions to using AR Form 600-01A, Removal from Population would be for placement into restrictive housing as the direct result of sanctions for an offense where the offender was not removed from population prior to the hearing.

N. Interstate and Intrastate Contract Cases: Offenders placed in a state or facility in which Colorado has executed specific contracts for bed space will be managed through the Private Prison Monitoring Unit after approval of the executive director, or designee.

CHAPTER	SUBJECT	AR #	Page 16
Offender Classification	Offender Classification	600-01	EFFECTIVE 05/01/16

1. The internal classification committee chairperson at each facility will review the criteria identified by Offender Services and the Private Prisons Monitoring Unit to determine those offenders who may be referred for contract housing.
 2. Offender Services and the Private Prisons Monitoring Unit will have final approval of all cases identified for contract housing.
 3. Offenders placed in a contracting state will be monitored by the Private Prisons Monitoring Unit. In selected instances, specific facilities may be asked to monitor caseloads. This service may require coordination with the Private Prisons Monitoring Unit.
- O. Interstate Corrections Compact Exchange Cases: *Transfer of offender supervision to and from out-of-state jurisdictions shall be in accordance with interstate corrections compacts and other interstate agreements and interstate contracts. [2-CO-4B-02]* The Interstate Compact Corrections Office (ICC), within the Office of Offender Services will manage all interstate corrections compact caseloads. Offenders who may require out-of-state placement for safety and security purposes will be assessed by a multi-disciplinary team. If it is determined that an interstate transfer is in the best interest of the offender and the DOC, AR Form 600-01G, Offender Special Custody Interstate Corrections Compact Referral shall be sent to the facility case manager supervisor for review.
1. The facility case manager supervisor will review and sign AR Form 600-01G and add any necessary information to the document. The form will then be sent to the Central Classification case manager supervisor.
 2. The central classification case manager supervisor and associate director of Offender Services will review and sign AR Form 600-01G with their recommendations.
 3. If the assistant director of Offender Services approves the case, the ICC Office will compile offender records and other supporting documents to include: diagnostic summary, pre-sentence investigation, mittimus, current progress reports, assessment summary, classification rating, an updated medical and mental health report, and any other relevant case materials in the referral packet. The ICC Office will submit the referral packet to states and jurisdictions under the Interstate Compact Agreement.
 4. Offenders transferred from Colorado to other states or jurisdictions will observe the receiving state's policies, rules, and procedures related, but not limited to: offender pay, disciplinary codes, classification, facility assignment, case management, medical co-pays, treatment requirements, e.g., substance abuse and sex offender treatment programs.
- P. Procedural Irregularities and Variances
1. Any inadvertent procedural irregularity will not constitute grounds for setting aside, vacating, or modifying a classification decision, except upon a clear showing of prejudice to the offender.
 2. Any variance of this administrative regulation will be referred, in writing, with recommendations and documentation, to the executive director.
- Q. Declaration of Emergency: In the event the executive director or appropriate director has declared an emergency, due to a significant facility or center disturbance or emergency, the provisions of this AR may be suspended.

V. RESPONSIBILITY

- A. Each administrative head will be responsible for the implementation of this AR within their facility, to include the establishment of an internal classification committee and case management section within their facility and identification a specific supervisor or manager to oversee case management responsibilities.

CHAPTER	SUBJECT	AR #	Page 17
Offender Classification	Offender Classification	600-01	EFFECTIVE 05/01/16

- B. The assistant director of Offender Services or designee is responsible to ensure compliance with this AR, to include;
 - 1. The development and implementation of statewide case management and classification training.
 - 2. Ensuring for the transmission of executive assignment orders to the appropriate facility for all offenders.
- C. It shall be the responsibility of the director of Prisons to review this policy annually.

VI. AUTHORITY

- A. C.R.S. 16-11-308. Custody of department of corrections - procedure.
- B. C.R.S. 17-1-103. Duties of the executive director.
- C. C.R.S. 17-25-103. Placement limitations.
- D. C.R.S. 17-40-101 through 107 as amended. Colorado Diagnostic Program.
- E. C.R.S. 18-1.3-301. Authority to place offenders in community corrections programs.
- F. C.R.S. 18-1.3-406. Mandatory sentences for violent crimes.
- G. C.R.S. 24-60-801. Western Interstate Corrections Compact.
- H. C.R.S. 24-60-1601. Interstate Corrections Compact.

VII. HISTORY

January 1, 2015
 March 15, 2014
 February 1, 2013
 February 1, 2012
 December 1, 2010
 October 15, 2009
 October 15, 2008
 October 15, 2007
 December 1, 2006
 December 1, 2005
 June 1, 2005

ATTACHMENTS:

- A. AR Form 600-01A, Removal from Population
- B. AR Form 600-01B, Offender Initial Custody Rating
- C. AR Form 600-01C, Offender Reclassification Custody Rating
- D. AR Form 600-01D, Female Initial Custody Rating
- E. AR Form 600-01E, Female Reclassification Custody Rating
- F. AR Form 600-01F, Crime of Violence Decision Flow Chart
- G. AR Form 600-01G, Offender Special Custody Interstate Corrections Compact Referral
- H. AR Form 100-01A, Administrative Regulation Implementation/Adjustments

Removal From Population FACILITY: _____

Offender Name: _____	DOC Number: _____
Current Custody Designation _____	Current PMD/PED _____
<p>Removal From Population: The offender is temporarily being removed from the general population and is being placed into restrictive housing, or moved to a more secure facility, pending an ongoing investigation which may lead to either criminal or disciplinary charges, and facility reassignment.</p>	
<p>Reason:</p> <p><input type="checkbox"/> Offender's conduct poses serious threat to the safety and security of facility</p> <p><input type="checkbox"/> To prevent imminent injury to an offender(s) or to a DOC employee/contract worker(s)</p> <p><input type="checkbox"/> To contain or prevent a facility disruption.</p> <p><input type="checkbox"/> To prevent escape.</p> <p><input type="checkbox"/> Other, specify _____</p>	
<p>Justification:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Shift Commander/Duty Officer: _____</p> <p style="text-align: center;">Date: _____ Time: _____</p> <p>Clinical Services Notified - Date: _____ Time: _____ Name: _____</p>	
<p style="text-align: center;"><input type="checkbox"/> Agree <input type="checkbox"/> Disagree-return To general population</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>Administrative Head/designee _____</p> <p style="text-align: center;">DATE: _____ TIME: _____</p>	
<p>Classification Committee Chairperson/Classification Officer</p> <p style="text-align: center;"><input type="checkbox"/> Agree <input type="checkbox"/> Disagree-return to general population</p> <p style="text-align: center;">Date: _____ Time: _____</p> <p>Signed: _____</p> <p>*Note: this review must be completed within 3 working days of the administrative head's review</p>	

Distribution: White-Department File Canary-Working File

Offender Initial Custody Rating Facility: _____

Offender Name _____	DOC # _____	PMD/PED _____
Case Manager _____	Last Custody Level _____	Scoring Date _____

1. HISTORY OF INSTITUTIONAL VIOLENCE (Review individual's entire background of incarceration for seven (7) years prior to admission date.)

None.....	0	
Assault and Battery not involving weapon; no serious injury (exclude fighting).....	3	
Assault and Battery involving use of weapon or serious injury.....	10	
Assault against staff or visitors.....	10	_____

2. SEVERITY OF CURRENT CONVICTION (Score most serious conviction)

Low.....	1	Low Moderate	2	
Moderate.....	3	High.....	5	
Highest.....	7			_____

3. SEVERITY OF PRIOR CONVICTION (Score most serious in adult history)

None, Low, or Low Moderate.....	0		
Moderate.....	2		
High.....	4	Highest.....	_____
	6		

4. ESCAPE HISTORY (Rate last three (3) years of incarceration.)

An escape/attempted escape/abscond resulting in administrative action.....	3	
An escape/attempted escape from Level II facility or below (no violence).....	4	
An escape/attempted escape from Level III facility or above (no violence).....	6	
An escape/attempted escape from any facility with violence.....	10	_____

SCORE PART A: (Add items 1 through 4)**PART A SCORE:** _____

5. PRIOR FELONY CONVICTIONS

None.....	0	One.....	1	
Two.....	2	Three or More.....	3	_____

6. CURRENT AGE

27 yrs or younger.....	2	28 – 37 yrs.....	1	
38-60 yrs.....	0	61 yrs & older.....	-1	_____

7. EDUCATION LEVEL AT ADMISSION

High School diploma or GED received.....	-1	Otherwise.....	0	_____
--	----	----------------	---	-------

8. EMPLOYMENT STATUS AT ADMISSION

Employed/attending school (full/part-time) for 6 months or more at time of arrest.	-1	Other....	0	_____
---	----	-----------	---	-------

Determine Scored Custody Level Indicated by Scale Below

TOTAL CUSTODY SCORE (items 1 – 8)

14 or more points= Close 10 to 13 points= Medium 5 to 9 points= Min-R 4 or fewer points= Minimum

Over-Ride Review

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

Non-Discretionary – Minimum Custody Restrictions

- Time Restriction
- Sex Offender
- Felony Detainer
- Prior Escape Secure Facility

Discretionary Over-Ride – Higher Custody

- Recent Assaultive Behavior
- Gang affiliation/activities
- Crime More Severe Than Scale Indicates
- Prior Record More Severe Than Indicated
- Recent Disruptive Behavior

Discretionary Over-Ride – Lower Custody

- Positive Adjustment
- Crime Less Severe Than Scored
- Re-Entry Programming Needs
- Prior Record Less Severe Than Scored

Custody Designation

Case Manager	Instrument scored custody level: _____ Next scheduled review date: _____ Override requests: <input type="checkbox"/> Yes <input type="checkbox"/> No [Code # _____] Recommend custody level: _____ Justification/Comments: _____
Committee	Offender Signature: _____ Case Manager/Programmer: _____ Date: _____ Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Modified Justification _____ Custody Designation: _____ Cass. Chairman: _____ Date: _____
Offender Services	Override <input type="checkbox"/> Authorized <input type="checkbox"/> Denied <input type="checkbox"/> Modified Custody Designation: _____ Comment/Stipulations: _____ Authorized Signature: _____ Date: _____

Distribution: White - Department; Canary - Working; Green - Offender

Offender Reclassification Custody Rating

FACILITY: _____

Offender Name _____	DOC # _____	PMD/PED _____
Case Manager _____	Last Custody Level _____	Scoring Date _____

1. HISTORY OF INSTITUTIONAL VIOLENCE (Review individual's entire background of incarceration for 7 years prior to admission date.)

- None..... 0
- Assault and Battery not involving weapon; no serious injury (exclude fighting)..... 3
- Assault and Battery involving use of weapon or serious injury..... 10
- Assault against staff or visitors..... 10 _____

2. SEVERITY OF CURRENT CONVICTION (Score most serious conviction)

- Low.....1 Low Moderate2 Moderate.....3
- High.....5 Highest.....7 _____

3. SEVERITY OF PRIOR CONVICTION (Score most serious in adult history)

- None, Low, or Low Moderate.....0 Moderate..... 1
- High.....3 Highest..... 4 _____

4. ESCAPE HISTORY (Rate last three (3) years of incarceration.)

- An escape/attempted escape/abscond resulting in administrative action..... 3
- An escape/attempted escape from Level II facility or below (no violence)..... 4
- An escape/attempted escape from Level III facility or above (no violence)..... 6
- An escape/attempted escape from any facility with violence..... 10 _____

SCORE PART A: (Add items 1 through 4)

PART A SCORE:

5. TYPE OF MOST SERIOUS DISCIPLINARY REPORT – PAST 12 MONTHS

- None..... -1 Class II b>..... 3
- Class II a.....5 Class I (past 18 months)7 _____

6. FREQUENCY OF DISCIPLINARY REPORTS (CLASS I AND II ONLY) – PAST 12 MONTHS

- None.....-1 1.....0
- 2.....1 3..... 3
- 4 or more5 _____

7. PROGRAM PARTICIPATION (Over the past six (6) months, including GED/ABE)

- Noncompliance with recommended programs.....0 On waitlist or participation for recommended program.....-1
- No recommended programs or Completion of recommended programs.....-2 _____

8. WORK EVALUATIONS (Over the last six (6) months)

- Maintained satisfactory employment..... -2
- Medically unassigned or actively seeking employment 0
- Unsatisfactory termination, refusal to work, or not actively seeking employment 2 _____

9. CURRENT AGE

- 27 yrs or younger..... 2 28 – 37 yrs..... 0 38-60 yrs.....-1 61 yrs & older.....-2 _____

Determine Scored Custody Level Indicated by Scale Below

TOTAL CUSTODY SCORE (items 1 –9)

15 or more points = Close _____ 13 to 14= Medium _____ 3 to 12 points = Minimum R _____ 2 or fewer points = Minimum _____

OVER-RIDE REVIEW

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

Non-Discretionary – Minimum Custody Restrictions

- Time Restriction
- Sex Offender
- Felony Detainer
- Prior Escape Secure Facility

Discretionary Over-Ride – Higher Custody

- Recent Assaultive Behavior
- Gang affiliation/activities
- Crime More Severe Than Scale Indicates
- Prior Record More Severe than indicated
- Recent Disruptive Behavior
- Notoriety of Offense
- Pending Moderate and Above Charges

Discretionary Over-Ride – Lower Custody

- Positive Adjustment
- Crime Less Severe Than Scored
- Re-Entry Programming Needs
- Prior Record Less Severe Than Scored

CUSTODY DESIGNATION

Instrument scored custody level: _____ Next scheduled review date: _____	
Override requests: <input type="checkbox"/> Yes <input type="checkbox"/> No [Code # _____] Recommend custody level: _____	
CASE MANAGER: Justification/Comments:	
Offender Signature: _____	Case Manager: _____ Date: _____
COMMITTEE: Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Facility retention override: <input type="checkbox"/> Yes <input type="checkbox"/> No
Custody Designation: _____ Class. Chairman: _____ Date: _____	

Distribution: White - Department; Canary - Working; Green - Offender

IF ACTION REQUIRES FACILITY REASSIGNMENT, SEND FORM INTACT

Female Initial Custody Rating Facility: _____

Offender Name _____ DOC # _____ MRD/PED _____

Case Manager _____ Scoring Date _____

1. HISTORY OF INSTITUTIONAL VIOLENCE (Review individual's entire background of incarceration for three years prior to admission date.)
 - None..... 0
 - Assault and Battery, not involving a weapon or injury (exclude fighting).....3
 - Assault and Battery, against staff or visitors.....5
 - Assault and Battery involving use of weapon or serious injury.....10

2. SEVERITY OF CURRENT CONVICTION (Score most serious offense of current conviction; score community escape as low)
 - Low.....1 Low Moderate.....2 Moderate.....3
 - High.....5 Highest.....7
 - If multiple convictions are for High or Highest, add 2 points.....2
 - If offense resulted in death, add 2 points..... 2
 - If score is > 3 and the offense was a one time only result of sustained victimization of the offender subtract 3 pts. -----

3. SEVERITY OF PRIOR CONVICTIONS (Score most serious in adult history.)
 - None, low, or low moderate.....0 Moderate.....2
 - High.....4 Highest.....6

4. ESCAPE HISTORY (Rate for the last 3 years of incarceration).
 - No escapes..... .0
 - An escape/attempted escape/abscond resulting in administrative action.....1
(Not to include walkaways with a voluntary return within 24 hours)
 - An escape/attempted escape from Level II or below (no violence).....2
 - An escape/attempted escape from Level III or above (no violence).....6
 - An escape/attempted escape from any facility involving violence.....8

5. PRIOR FELONY CONVICTIONS
 - None.....0 One.....1 Two or more.....2 -----

6. LSI ALCOHOL/DRUGS
 - 0-1 On LSI Drugs/Alcohol Component.....0
 - 2-7 On LSI Drugs/Alcohol Component.....1
 - 8-9 On LSI Drugs/Alcohol Component.....2 -----

7. CURRENT AGE
 - Less than 33.....2
 - 33 and above0 -----

8. MENTAL HEALTH
 - P1 or P2.....0
 - P3 or above.....2 -----

9. EMPLOYMENT
 - Employed/In School/Full Time Parenting 6 Months Prior to Arrests.....0
 - Not Employed.....1 -----

10. NEEDS ASSESSMENT
 - 22 or Above on Needs Scale.....1
 - 21 or Below on Needs Scale.....0 -----

11. PAROLE ELIGIBILITY DATE
 - Over 5 years.....3
 - 5 years or less.....0 -----

- Total Score..... -----

AR Form 600-01D (02/01/13)

Close Custody.....19 and above

Medium Custody..... 13 - 18

Minimum Restricted.....7 - 12

Minimum.6 or less

CUSTODY DESIGNATION

CASE MANAGER/PROGRAMMER

Instrument scored custody level:_____ Next scheduled review date:_____

Override requests:_____ Yes _____ No [Code # _____] Recommended custody level:_____

Justification/Comments:_____

Offender Signature:_____ Case Manager/Programmer:_____ Date:_____

CLASSIFICATION COMMITTEE

Approval:_____ Yes _____ No _____ Modified _____ Justification:_____

Custody Designation:_____ Classification Chairman:_____ Date:_____

OFFENDER SERVICES

Override _____ Authorized _____ Denied _____ Modified _____ Custody Designation:_____

Authorized Signature:_____ Date:_____

Female Reclassification Custody Rating Facility: _____

Offender Name _____ DOC# _____ MRD/PED _____

Case Manager _____ Last Custody Level _____ Scoring Date _____

1. HISTORY OF INSTITUTIONAL VIOLENCE (For last three (3) years of incarceration prior to this reclassification date.)
 None 0
 Assault/Battery, not involving a weapon or injury (exclude fighting) 3
 Assault/Battery, on staff with intent 5
 Assault/Battery involving use of weapon or serious injury 10

2. DID ABOVE ASSAULT OCCUR WITHIN LAST TWELVE MONTHS? Yes.....3 No.....0

3. SEVERITY OF CURRENT CONVICTION (Most serious of current convictions; score escape as low.)
 Low 1 Low Moderate 2 Moderate 3
 High 5 Highest 7
 If multiple convictions are for High or Highest, add 2 points 2
 If offense resulted in death, add 2 points 2
 If score is >3, and the offense was a one time only result of sustained victimizations of the offender, subtract 3 points -3

4. SEVERITY OF PRIOR CONVICTIONS (Score most serious in adult history.)
 None, Low, or Low Moderate 0 Moderate 1
 High 2 Highest 3

5. ESCAPE HISTORY (Rate for last three (3) years of incarceration.)
 No escape history 0
 Escape/attempted escape/abscond resulting in an administrative action 1
 Escape/attempted escape from Level II or below (no violence) 2
 Escape/attempted escape from Level III or above (no violence) 6
 Escape/attempted escape from any facility involving violence 8

6. DISCIPLINARY CONVICTIONS RECEIVED (Cumulative)
 Last 24 months Number of Class I _____ X 5 = _____
 Last 12 months Number of Class IIa _____ X 3 = _____
 Number of Class II b _____ X 1 = _____

7. HISTORY OF DISCIPLINARY INFRACTIONS (Do not include Class III's unless three or more this review period.)
 None in last 25+ months -7
 None in last 19-24 months -5
 None in last 13-18 months -3
 None in last 7-12 months -2
 None in last 6 months -1

8. CURRENT AGE
 Less than 33 2 33 and above 0

9. PROGRAM PARTICIPATION
 Participation in recommended programs (over past six (6) months, including GED/ABE) -2
 Completion of recommended programs (over this incarceration status) -3

10. WORK EVALUATIONS (Over the last six (6) months)
 Maintained satisfactory employment -2
 Medically unassigned or actively seeking employment 0
 Unsatisfactory termination, refusal to work, or not actively seeking employment 2

11. PAROLE ELIGIBILITY DATE
 Over 5 years 3 5 years or less 0

TOTAL SCORE.....

Close..... 11 and above
Medium..... 7 to 10
Minimum Restrictive..... 1 to 6
Minimum..... 0 and below

CUSTODY DESIGNATION

CASE MANAGER/PROGRAMMER

Instrument scored custody level: _____ Next scheduled review date: _____
Override requests: _____ Yes _____ No [Code # _____] Recommended custody _____
Justification/Comments: _____

Offender Signature: _____ Case Manager/Programmer: _____ Date: _____

CLASSIFICATION COMMITTEE

Approval: _____ Yes _____ No _____ Modified _____ Justification: _____

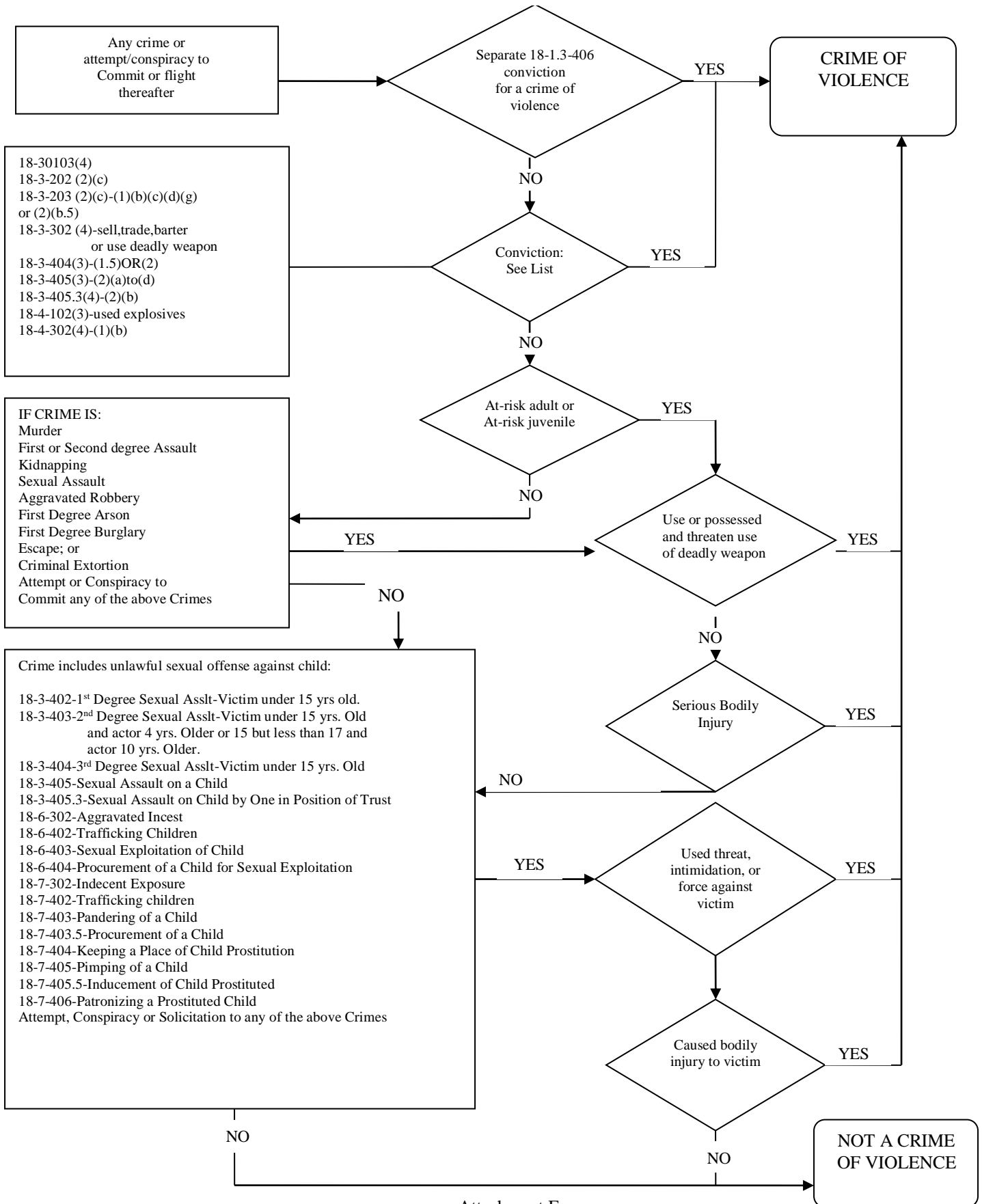
Custody Designation: _____ Classification Chairman: _____ Date: _____

OFFENDER SERVICES

Override _____ Authorized _____ Denied _____ Modified _____ Custody Designation: _____

Authorized Signature: _____ Date: _____

Crime of Violence – Decision Flow Chart



Crime of Violence Definitions:

Crime of violence definitions are to be utilized when making determinations as to whether a crime is classified as violent or non-violent.

1. At-Risk Adult: Any person who is 60 years of age or older, or any person who is 18 years of age or older and is a person with a disability.
2. At-Risk Juvenile: Any person who is under the age of 18 years and is a person with a disability.
3. Bodily Injury: Physical pain, illness, or any impairment of physical or mental condition.
4. Deadly Weapon: Any firearm, loaded or unloaded, bullets, knife, bludgeon, or other weapon, device, instrument, material, or substance, which in the manner it is used or intended to be used is capable of producing death or serious bodily injury, as defined by C.R.S. 18-1-901(3)(e).
5. Firearm: Any handgun, automatic, revolver, pistol, rifle, shotgun, or other instrument or device capable or intended to be capable of discharging bullets, cartridges, or other explosive charges. DOC employees are instructed to use firearms only after other actions have been attempted and found ineffective, unless the DOC employee believes that a person's life is imminently threatened.
6. Non-Violent Offender: A category of offenders who are not included in C.R.S. 18-1.3-406. Due to certain statutory mandates and restrictions, an offender may be deemed non-violent for one purpose and not another. As an example, an offender might be labeled as violent for purposes of community placement referral and not referred until six months or less remaining to parole eligibility. The same offender, for purposes of time computation, however, might be viewed as non-violent.
7. Person with a Disability: Any person who is impaired because of the loss of or permanent loss of use of a hand or foot or because of blindness or the permanent impairment of vision of both eyes to such a degree as to constitute virtual blindness; or is unable to walk, see, hear, or speak; or is unable to breathe without mechanical assistance; or is a person with a developmental disability as defined in C.R.S. 27-10.5-102(11); or is a person with a mental illness; or is a person with a mental impairment as defined in C.R.S. 24-34-301(2.5)(b)(III); or is blind as defined in C.R.S. 26-2-103(3); or is receiving care and treatment for a developmental disability under article 10.5 of title 27, C.R.S..
8. Serious Bodily Injury: Bodily injury, which either at the time of the actual injury or at a later time, involves a substantial risk of death, serious permanent disfigurement, or protracted loss or impairment of the function of any part or organ of the body, or breaks, fractures, or burns of the second or third degree.
9. Violent Offender: An offender who has a current conviction determined by the DOC to be a violent felony offense under the provisions of C.R.S. 18-1.3-406. The offenses outlined in the statute reflect acts of violence in which the offender used or possessed and threatened the use of a deadly weapon during the commission or attempted commission of any crime committed against the elderly at-risk adult or handicapped, or any other specific crime outlined in C.R.S. 18-1.3-406.



Offender Special Custody Interstate Corrections Compact Referral

Offender Name _____ DOC # _____ Facility: _____

Name of Person/Department requesting placement: _____

Describe the need for out of state placement: (i.e. testimony, victim, STG):

Are there any pending court actions? YES NO *If Yes, When, What Reason: _____

Attach Supporting Documentation:

- | | | |
|--|--|--|
| <input type="checkbox"/> QT Profile | <input type="checkbox"/> Outside Agency Requests | <input type="checkbox"/> Plea Agreement(s) |
| <input type="checkbox"/> Verified Custody Issues | <input type="checkbox"/> Intel Officer Reports | <input type="checkbox"/> Inspector General Reports |
| <input type="checkbox"/> Court Documents | <input type="checkbox"/> Disciplinary Reports | <input type="checkbox"/> Threat Assessments |
| <input type="checkbox"/> Incident Reports | <input type="checkbox"/> News Paper Articles | <input type="checkbox"/> Other: |

Offender Services Review:

Central Classification Case Manager III: _____
Signature Date

Assistant Director of Offender Services: _____
Signature Date

Deny Transfer: (Reason) _____
Date

Approve Transfer: Forwarded To ICC administrator on _____

ADMINISTRATIVE REGULATION
IMPLEMENTATION/ADJUSTMENTS

AR Form 100-01A (04/15/08)

CHAPTER	SUBJECT	AR #	EFFECTIVE
Offender Classification	Offender Classification	600-01	05/01/16

(FACILITY/WORK/UNITNAME)

WILL ACCEPT AND IMPLEMENT THE PROVISIONS OF THE ABOVE ADMINISTRATIVE REGULATION:

AS WRITTEN NOT APPLICABLE WITH THE FOLLOWING PROCEDURES TO ACCOMPLISH THE
INTENT OF THE AR

(SIGNED) _____ (DATE) _____
 Administrative Head