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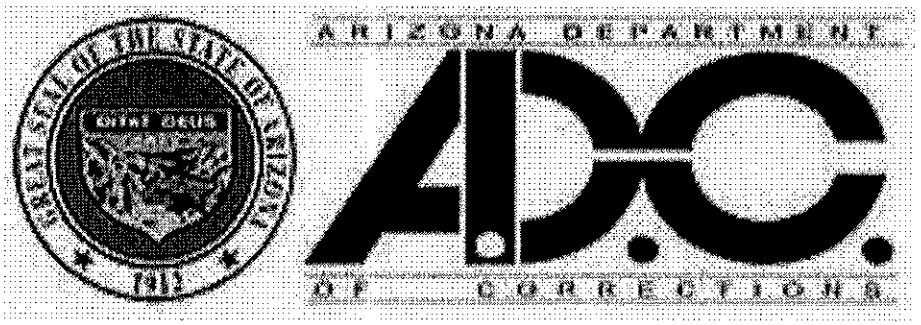

Objective Classification: Custody & Internal Risk Technical Manual

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PURPOSE

Department Order 801, Inmate Classification, shall be used along with this manual for classifying inmates. This manual outlines the inmate classification system and the process for classifying inmates according to their security risk level. This process considers behavior and other objective factors that are available and relevant when assessing an inmate's institutional custody and internal risk level. The classification system is a component of the inmate's Corrections Plan. The Classification system consists of:

- **Custody Classification** - Determining the custody level based on the risk the inmate presents to the public and staff and the time remaining until the inmate is released.

- **Internal Risk Level** - Determining the internal risk level based on the risk the inmate presents to the public and staff and other inmates in order to assist in making decisions regarding housing and work assignments.

Custody classification is an objective, standardized rating system that is based on factual data gathered from factual documentation. There is no process for inmates to appeal the initial/reclassification decisions or institutional assignments except for inmates classified for placement at a maximum custody institution.

Inmates will be initially classified at the Intake and Reception Assessment Centers of the Arizona Department of Corrections. Inmates' classification status shall not reduce below the custody assigned at initial classification for at least six months. Thereafter, inmates' classification status shall be reviewed as events occur that will change the inmates' custody level (event driven), with the exception of overrides and maximum custody. Increases in custody shall be reviewed as events occur (event driven). More frequent reviews for increases in custody only may be required as a result and of an override or if there is a significant change in the inmate's status, such as, but not limited to certain disciplinary rule violations; new felony convictions; changes in release eligibility; internal risk level and changes to detainer status.

Inmates approved for maximum custody shall be reviewed 180 days from maximum custody approval by Central Office Classification and annually thereafter unless the approval for maximum custody was an override then the inmate's shall be reviewed every 180 days.

RESPONSIBILITY

Correctional Officer III's and Correctional Officer IV's shall complete the initial and reclassification assessments. The CO III's and CO IV's will recommend custody level, institution assignment. Although the objective custody classification is comprehensive, no system can address every possible scenario that may arise in a prison setting. Neither the system nor the manual is a replacement for sound, correctional judgment. Every custody decision is an individual decision.

Although staff can be confident that this is a validated, standardized system, it is still important to assess each inmate to ensure the inmate is appropriate for the given custody level. The instrument itself is a guide. Points shall not be the sole basis for determining an inmate's final custody level. Staff will make decisions for inmates as individuals in determining the appropriate custody level.

PROCEDURES

801.01 OBJECTIVE CUSTODY CLASSIFICATION OVERVIEW

1.1 All classification actions require an AIMS DI59 (initial classification) or AIMS DI61 (reclassification) entry one workday following the finalized AIMS DI99 screen. This includes changes to internal risk scores, the 180 day and annual reviews for maximum custody and overrides. The transaction types to be used (11, 07 or 91) see Department Order 801 to determine what type of transaction to use.

1.2 Custody Levels Description

1.2.1 **Minimum** - Minimum Custody – Inmates who represent a low risk to the public and staff. These inmates may work outside the secure perimeter of an institution, to include community work crews, and do not require controlled movement within the institution.

1.2.2 **Medium** - Medium Custody – Inmates who represent a moderate risk to the public and staff. These inmates shall not work outside the secure perimeter of an institution and require limited controlled movement within the institution.

1.2.3 **Close** - Close Custody – Inmates who represent a high risk to the public and staff, and require housing in a secure institution. These inmates shall not be assigned to work outside the secure perimeter of an institution. These inmates require controlled movement within the institution.

1.2.4 **Maximum** - Maximum Custody – Inmates who represent the highest risk to the public and staff, and require housing in a single cell setting. (Some maximum custody inmates may be eligible for a double cell environment, DO 704 Inmate Regulations.) These inmates have limited work opportunities within the secure perimeter and require frequent monitoring. These inmates require escorted movement in full restraints within the institution.

1.3 Reception

1.3.1 The intake/reception process for inmates committed to the Arizona Department of Corrections shall be uniform for both men and women.

1.3.2 Adult male inmates are admitted to the Department at the ASPC- Phoenix Alhambra Reception and Treatment Center (ARTC).

1.3.3 Adult male inmates committed under a sentence of death are admitted to ASPC-Eyman SMU I Browning Unit.

1.3.4 Adult male inmates sentenced to life imprisonment are admitted to the Department at the ASPC-PHOENIX Alhambra Reception and Treatment Center and transferred the same day to ASPC-Eyman/Florence – SMU I, SMU II Browning or Central Unit.

1.3.5 Adult females are admitted at the ASPC-Perryville Lumley Unit.

1.3.6 Male juvenile inmates tried and convicted in adult court, which have not yet reached 18 years of age, are admitted at the ASPC-Tucson Minors Unit.

1.3.7 Female juvenile inmates tried and convicted in adult court, which have not yet reached 18 years of age, are admitted at the ASPC-Perryville Minors Unit.

1.4 **Assessment** - Each inmate is assigned a Correctional Officer (CO III) who shall perform the initial assessment for the initial custody level, internal risk level and institutional assignment. This assessment consists of a battery of tests, an in-depth interview with the inmate, and detailed evaluation of court documents and information acquired from other agencies concerning the inmate's background and criminal history.

1.4.1 Testing - The Correctional Officer (CO III) shall review and assess information on AIMS for the needs assessment scores to ensure the scores are accurate on the DI59 Classification Screen. The needs assessments scores are entered on the appropriate AIMS screens by qualified staff specialists in each area. (Refer to Needs Assessment Section.)

1.4.2 Interview - The Correctional Officer III shall conduct an interview(s) with the inmate to obtain required information. Information gathered is to be used with available documentation (commitment papers, FBI rap sheets, NCIC check results, detainer information, test results, Pre-Sentence Investigation Reports, and Probation Officer Reports), to develop the information required for the inmate's initial and internal risk classification. During the interview, the Correctional Officer III shall explain to the inmate how the Custody Classification and Internal Risk Scores are determined and to inform the inmate there is no appeal process for classification, unless it is determined that custody classification recommendation is placement in a maximum custody Institution.

1.4.3 In the absence of the Pre-Sentence Investigation Report, an NCIC/ACIC Criminal History shall be completed.

1.4.4 Based on the review, if information available indicates that the inmate has pending felony charges, the Correctional Officer III shall notify the Offender Information Unit (OIU) to enter a felony hold code on the AIMS DT03 Screen. The Felony Hold Code (FH) is a non-discretionary override to medium custody.

1.5 **Return to Custody/Release Violators** - Inmates returned to the Department with a new offense who are on parole or in any Departmental release status at the time the new offense was committed shall be classified in the same manner as any new admissions to the Department using the initial classification process.

1.6 **Technical Violators of a Supervised Release or Parole** - Inmates returned to the Department as the result of technical violation of either parole or a supervised release shall be classified using the reclassification scoring criteria. To determine the most serious current offense the inmate's most recent conviction (the conviction the inmate was serving upon release) shall be used.

1.7 **Technical Violators Screening Process** - The assigned institutional classification staff (at the institution the inmate returned to) shall, within one work day of the violator's return to custody, classify the inmate using the Reclassification Scoring system. Violators returned to Department custody shall be evaluated for placement at Florence West Return to Custody Unit (criteria outlined in appendix 9). The assigned institutional staff shall forward the institutional assignment recommendation to Central Office movement for final approval and movement. For more information regarding the process for Return to Custody inmates see Department 1004, Inmate Transfer System.

1.8 **Classification Review-** the CO III or CO IV shall conduct a full institutional and AIMS file review to ensure the accuracy of the previous classification and to determine if any new information is present that needs to be entered on the classification profile. If information is discovered that indicates the inmate is pending felony charges, that were not previously available, the felony hold code (FH) shall be entered and the inmate's custody shall be reviewed. This would include inmates returning from court with untried charges (A detainer/warrant does not need to be present).

1.9 **Inmate Notifications** – Inmates shall be notified each time they are reclassified and their internal risk and/or custody score changes. The inmate notification form shall be automatically generated each time an inmate is reclassified. To access the inmate notification:

1.9.1 Go to My Computer or My Documents.

1.9.2 Access the J Drive.

1.9.3 Open the Custody Class folder.

1.9.4 Open the Inmate Notices folder.

1.9.5 Select the desired complex folder.

1.9.6 Select the desired PDF by date and unit.

801.02 DO NOT HOUSE WITH VERIFICATION PROCESS

1.1 Inmates with documented Do Not House With (DNHW) issues shall not be housed in the same institution where there is the possibility that the DNHW inmates may have to share:

1.1.1 Housing cells

1.1.2 Transport

1.1.3 Meals

1.1.4 Institutional activities

1.2 Inmates shall be reviewed upon arrival at the Department's Intake and Reception Centers and at each classification review for any siblings and/or parental relationships currently in the Departments system. Siblings or those having a parent/child relationship shall not be housed at the same unit regardless of the number of DNHW inmates allowed, unless there are no other housing options available. This includes step parents/step children relations. (Exceptions: ASPC- Perryville, ASPC- Tucson Minors Unit and ASPC-Eyman Condemned Row and maximum custody units.

1.2.1 Once verified, an entry shall be entered for any siblings or parent/child relationships including exceptions on the AIMS DI37 DNHW screen.

1.2.2 Inmates may be assigned to units where a physical barrier separates the unit yards.

1.3 The inmate's DNHW list shall be reviewed at each classification to verify that the DNHW's listed shall be continued or removed. The review shall be conducted at the inmate's classification review date and documented on the AIMS DT08 10 Classification Screen. **The comment shall indicate that the DNHW's have been reviewed only.** The DT08 10 comments shall not duplicate information contained on the DI37 screen or reasons listed in the file as to why a DNHW exists. The purpose of this verification process is to identify possible discrepancies on the inmate DI37.

1.3.1 The verification process may include a review of the inmate's AIMS file and a complete file review of the inmate being classified to ascertain if there are any information reports, CIU/SSU or other confidential reports, or any other documents that substantiates the need for a DNHW annotation.

1.3.2 If the Unit Correctional Office III or CO IV is unable to locate any documentation or information concerning a listed DNHW, but there are indications (i.e., references to, or report numbers, etc.) that the information may be included in CIU/SSU reports not available within the inmate's file, a written request shall be made through the Deputy Warden or Designee to the CIU/SSU for the necessary search to obtain the reports and/or information concerning the DNHW issue. When required to obtain exiting information, inquiry will be made to CIU/SSU offices at other institutions or through Inspections and Investigations.

1.3.3 The results of the Unit CO III or CO IV/CIU investigation shall be forwarded to the Deputy Warden or designee who shall determine the validity/necessity of the listed DNHW inmates.

1.3.4 The Deputy Warden or Designee shall then submit a memorandum, to either the Protective Segregation Administrator or to Central Classification, depending on the application, including all supporting documentation establishing the validity or the invalidity of the DNHW entry with a request to continue to list an inmate as a DNHW or that an inmate be removed from the DNHW screen. Documentation shall consist of:

1.3.4.1 A detailed explanation concerning the reasons or circumstances which required an inmate to be listed on the DNHW screen.

1.3.4.2 A complete explanation concerning why the inmates are not currently, nor should be in the future considered a risk to each other.

1.3.4.3 A description of the steps in the process (i.e., what actions were taken to determine that the information proved in the first two steps is accurate.

1.3.4.4 Central Office Classification Staff are responsible for reviewing all DNHW memoranda and in cases where proper documentation was not submitted for verification. Central Office Classification staff shall return the memorandum for supporting documentation. Central Office Classification staff shall have the responsibility of adding names to the DNHW screen based on the documentation provided by institution Deputy Warden or designee.

1.3.4.5 When entries are required to be made on the DNHW screen as part of the protective segregation process, the entries are the responsibility of the Protective Segregation Administrator.

1.3.4.6 The Protective Segregation Administrator's staff or Central Office Classification staff shall make an entry on the DI37 screen indicating that the inmates listed have been verified as of (the date of the entry) and by (the name of the Deputy Warden or designee). Entries to be made on two separate AIMS screen (DI37/F12 DI98 comment screen).

1.4 The DNHW screen shall be used to identify those inmates who have been verified as having legitimate housing issues and therefore cannot be housed together.

1.5 The DNHW screen shall be used for the names of those inmates who are currently listed on the DNHW screen and, through investigation, have been determined to pose no current housing issues. This screen will also serve as a historical record for those inmates who have, in the past, made claims regarding alleged housing issues.

1.6 The mediation process shall be followed whenever applicable. See Department Order 805 Protective Segregation, for mediation process.

1.7 Institutional Limitation on DNHW Placement: See Appendix 12- Administrative Exclusions.

801.03 NON-DISCRETIONARY OVERRIDES

1.1 **Non-discretionary overrides** - The following criteria requires the inmate to be classified no lower than the highest custody level associated with the criteria as applicable to the inmate. For example, if the inmate scores within the range of minimum custody and has an active felony detainer (non- discretionary medium), then the lowest custody level that could be assigned to the inmate would be medium; however, the inmate's custody could be higher level (close or maximum) if the inmate's scored custody level indicated the same.

1.2 To determine time served, use the Sentence Begin date, which can be located on the AIMS DT02 Sentence Structure Screen, for all calculations. Note: Life sentences include inmates sentenced to both natural life and 25 years to life.

1.2.1 Death Sentence- maximum custody.

1.2.2 Life Sentence 0-2 years served - maximum custody.

1.2.3 Death Sentence – maximum custody.

1.2.4 Life sentence 2-5 years served – no less than close custody.

1.2.5 Life sentence more than 5 years served - no less than medium custody.

1.2.6 Validated un-renounced Security Threat Group (STG) – no less than maximum custody. This includes inmates who are a validated member (V) of a Security Threat Group, those pending Appeal (A), those participating in the Step-Down Program (M) and those pending debrief (P).

1.2.7 Validated renounced Security Threat Group – no less than close custody after passing a polygraph. Coded (D).

1.2.8 Validated inmates who complete the STG Step-Down Program – no less than close custody. Coded (C).

1.2.9 Five or more years remaining to serve – no less than medium custody.

1.2.10 Current/Prior Sex Offenses: Inmate's current and/or prior conviction is a sex offense, (felony convictions only). If the Sex Offense Status Code is an A, no less than Medium custody and restricted to a Sex Offender Unit. If the Sex Offense Status Code is a "B, C, or D" no less than Medium custody and not restricted to a Sex Offender Unit.

1.2.11 Felony Detainer: **No less than medium custody.** Detainers shall be reviewed on a case by case basis to determine if the crime indicates a need for an override to a higher custody. For example, an override to maximum custody may be considered for an inmate with pending charges for First Degree Murder.

1.2.12 Felony Holds: **No less than medium custody.** At any time during an inmate's incarceration, if information becomes available that indicates the inmate has pending felony charges, a felony hold code shall e entered on the AIMS DT03 screen. Note: a detainer and/or warrant does not need to be present. Felony Holds shall be reviewed on a case by case basis to determine if the crime indicates a need for an override to a higher custody. For example, an override to maximum custody may be considered for an inmate with pending charges for First Degree Murder.

1.2.13 Internal Risk Score of 5 – Maximum custody.

1.2.14 Death Sentence Vacated – Inmates who have had their death sentence vacated and have been re-sentenced to life shall begin the time frames for reduction in custody from the new sentence begin date.

801.04 INITIAL CUSTODY CLASSIFICATION SCORING CRITERIA

The criteria which will be used for determining the custody levels of new inmates are as follows:

Custody Criteria Factors – Initial Classification-Appendix
1. Most Serious Current Offense
2. Most Serious Prior/ Other offense
3. Escape History (5 scoring levels)
4. History Institutional Violence
5. Gang Affiliation Status
6. Current Age

1.1 Most Serious Current Offense

If the inmate has multiple convictions, consider all convictions within the current incarceration period, regardless whether they are expired or future sentences. These convictions are listed on the DT02. Inmates with future sentences to probation, consecutive or concurrent sentences to other jurisdictions are calculated as part of prior or other offense. These convictions should be listed on the DI 97 screen.

Step 1: Look for the most serious offense the inmate was CONVICTED of, then;
Step 2: Locate the crime on the "Most Serious Offense Description" Table located on the J Drive.
Step 3: Determine score and circle in Category #1 score sheet.

131604	Aggravated Criminal Damage	3
131204	Aggravated Assault/Class 2	5
131204	Aggravated Assault/Class 3	4

1.2 Most Serious Prior Other Offense

Step 1: Look for the most serious offense the inmate has been convicted of in the PAST. Felony convictions from other states and juvenile felony convictions shall also be used to determine this score. This includes prior convictions listed on the DT02 and any other sentence listed on the DI97. Note: When determining current or prior sentences on the DT02, look at the period of confinement.

Step 2: Locate the crime on the "Most Serious Offense Description" Table located on the J Drive.

1.2a Aging the Prior Offense

Step 1: Determine the length of time since the Prior Offense occurred on initial table below.
Step 2: Match the Severity Score and age of offense score using the Initial Classification Priors Table below.
Step 3: Circle the score in Category #2 of the score sheet.

Table 1: Initial Classification Priors Table

Offense Severity Score	Points assigned Offense Age in Years		
	0-5	5-10	10+
6	13	10	8
5	10	8	5
4	8	5	3
3	5	3	0
2	3	0	0
1	0	0	0
No Prior Offenses	0	0	0

1.3 Escape History

Step 1: Use the table below to determine the points and circle in Category #3 of the Score sheet.

Table 2: Escape History

Score	Guidelines	Points
5	Escape/attempted escape from a secure perimeter less than 3 years ago, or; More than one (1) escape/attempted escape from a secure perimeter within the past 10 years or; Felony conviction or documentation	13
4	Escape/attempted escape from a secure perimeter more than 3 years ago but less than 10 years ago; More than one (1) escape/attempted escape over 10 years or; Felony conviction or documentation	6
3	One (1) escape/attempted escape from a secure perimeter over 10 years ago; Escape/attempted escape from a non-secure perimeter less than 3 years ago Escape/attempted escape from a non-secure perimeter within the past 10 years ago and must be convicted of same.	4
2	Escape/attempted escape from a non-secure perimeter more than 3 years ago Escape/attempted escape from a non-secure perimeter more than 10 years ago and must be convicted of same.	0
0	No escapes or escape attempts.	0

Escape from a Secure Perimeter:

Refers to an Institution with an established perimeter which inmates are prohibited from breaching. The perimeter includes, but is not limited to, a wall, fence, and line on the ground, an outside detail supervised by an armed officer, or from a vehicle during escort by armed staff. This does not pertain to escapes or attempted escapes during the arrest process.

Escape from a Non-secure Perimeter:
Refers to an Institution, which does not have an established perimeter. This includes, but is not limited to, a work release center, unsupervised work gang, from an outside detail, either supervised, or unsupervised by an unarmed officer. Absconding from parole or community release is NOT considered an escape.

1.4 **History Institutional Violence:** Note that the Discipline Severity Levels for new code violations are different for custody and internal risk.

Step 1: Determine the most recent and most severe disciplinary violations using Table 3.

Table 3: Disciplinary Violation Severity Scoring-Old Code

Sev. Grp.	Violation Code	Violation Description
1	A02	Taking a Hostage
1	A03	Intentionally Causing the Death or Great Bodily Injury of Another Person
1	A04	Sexual Assault
1	A05	Assault or Battery with a Deadly Weapon or any Assault on Staff
1	A07	Arson
2	A06	Escape, Aiding Escape or Preventing the Discovery of an Escape
2	A08	Negligence or Carelessness Causing Death or Great Bodily Injury
2	B01	Assault, Battery or Striking any Person with any Weapon or Object, etc.
3	A09	Possession or Manufacture of Dangerous Contraband
3	B02	Threatening any Person with Bodily Harm
3	B06	Tampering with any Security or Safety Equipment
3	B23	Violating or Attempting to Violate any of the Laws of Arizona or the U.S.A.
3	B25	Throwing or Projecting an Item at Another Person
4	A01	Inciting or Participating in a Riot, Disturbance, Demonstration or Work Stoppage
4	B03	Fighting
4	B04	Extortion or Intimidation
4	B10	Engaging in any Sexual Act, Including Indecent Exposure, etc.
4	B12	Loss, Destruction or Damage to Property
4	B14	Giving or Offering a Bribe or Anything of Value to any Staff Member, etc.
5	B07	Testing positive for or consumption of any drug, narcotic, stimulant or depressant or refusal to submit to a urinalysis.
5	B09	Obstructing, Hindering or Impeding Staff in the Performance of their Duties
5	B11	Giving or Receiving Tattoos or Possession of Tattooing Paraphernalia
5	B21	Possession of Drug Paraphernalia

Table 3: Disciplinary Violation Severity Scoring-New Code Custody Level		
Sev. Grp.	**Violation Code**	**Violation Description**
1	01A	Aggravated Assault (Inmate on Inmate) Assault of another inmate
1	02A	Aggravated Assault (Inmate on Staff)
1	04A	Sexual Assault
1	05A	Arson
1	09A	Kidnapping/taking of a hostage
1	11A	Murder 1st Degree
1	12A	Murder 2nd Degree
1	02B	Assault on Inmate
1	03B	Assault on Staff
2	03A	Assault with intent to riot or participation in a riot
2	08A	Escape
2	10A	Manslaughter
2	04B	Assault on staff with bodily fluids
2	17B	Homicide (negligent)
3	13A	Promoting Dangerous Prison Contraband
3	31B	Tampering with restraints
3	32B	Tampering with security or safety devices
3	39B	Threatening/intimidating (gang activity)- by word or conduct
4	06B	Bribery
4	07B	Bullying by harassment
4	09B	Criminal Damage
4	10B	Disorderly Conduct
4	12B	Extortion
4	18B	Indecent Exposure
4	26B	Rioting
4	27B	Sexual Abuse
4	28B	Stalking (inmate to inmate)
4	29B	Stalking (inmate to staff)
4	35B	Unlawful assembly
5	20B	Obstructing Staff
5	21B	Possession of Drug paraphernalia
5	22B	Possession or manufacture of intoxicating substance
5	33B	Tattooing, brands, scarifications and piercing
5	37B	Possession of drugs or narcotics
5	38B	Positive test or refusal of UA

Table 3: Disciplinary Violation Severity Scoring-New Code Internal Risk Level		
Sev. Grp.	**Violation Code**	**Violation Description**
1	01A	Aggravated Assault (Inmate on Inmate) Assault of another inmate
1	02A	Aggravated Assault (Inmate on Staff)
1	03A	Assault with intent to Riot or Participation in a Riot
1	04A	Sexual Assault
1	05A	Arson
1	08A	Escape
1	09A	Kidnapping/taking of a hostage
1	11A	Murder 1st Degree
1	12A	Murder 2nd Degree
1	02B	Assault on Inmate
1	03B	Assault on Staff
1	23B	Rioting
2	10A	Manslaughter
2	04B	Assault on staff with bodily fluids
2	17B	Homicide (negligent)
3	13A	Promoting Dangerous Prison Contraband
3	27B	Sexual Abuse
3	29B	Stalking (inmate to staff)
3	31B	Tampering with restraints
3	32B	Tampering with security or safety devices
3	39B	Threatening/intimidating (gang activity)- by word or conduct
4	06B	Bribery
4	07B	Bullying by harassment
4	09B	Criminal Damage
4	10B	Disorderly Conduct
4	12B	Extortion
4	18B	Indecent Exposure
4	35B	Unlawful assembly
5	20B	Obstructing Staff
5	21B	Possession of Drug paraphernalia
5	22B	Possession or manufacture of intoxicating substance
5	33B	Tattooing, brands, scarifications and piercing
5	34B	Theft of property or possession of stolen property
5	37B	Possession of drugs or narcotics
5	38B	Positive test or refusal of UA

Step 2: Use Table #4 to determine the appropriate level based on time and severity of discipline.

Table 4: Discipline Violation Severity and Time Score

Time (Years)	Disciplinary Violation Severity				
	Group 1	Group 2	Group 3	Group 4	Group 5
0-6 Mos	10	9	7	5	3
7-12 Mos	10	9	7	5	3
1-2 Yrs	10	9	6	4	2
2-3 Yrs	9	8	5	3	2
3-4 Yrs	8	6	4	2	2
4-5 Yrs	8	6	4	2	2
5-6 Yrs	7	5	2	2	2
6-7 Yrs	6	4	2	2	2
7-8 Yrs	6	3	2	2	2
8-9 Yrs	4	3	2	2	2
9-10 Yrs	2	2	2	2	2
10+ Yrs	2	2	2	2	1
None	1	1	1	1	1

For example: An inmate with a disciplinary score in group 3, which occurred 1-2 years ago, would be a 6.

Step 3: KEEP THIS SCORE. You will use it again.

Step 4: Use the worksheet below to determine the number of disciplinary violation listed in AIMS that the inmate has received in the past 3 years, then total using the formula below.

Current Date 5/13/05	Date 1 Year Ago 5/13/04	# Of Major Disc. 1	X3	TOTAL 3
Date 1 Year Ago 5/13/04	Date 2 Years Ago 5/13/03	# Of Major Disc. 1	X2	TOTAL 2
Date 2 Years Ago 5/13/03	Date 3 Years Ago 5/13/02	# Of Major Disc. 1	X1	TOTAL 1
			FINAL TOTAL	6

Step 5: Use the total from the above worksheet and Table 5 "Disciplinary Violations Frequency Score" to determine the frequency Score.

TABLE 5: DISCIPLINARY VIOLATIONS FREQUENCY SCORE	
Weighted Major Violations Total Score*	**Disciplinary Violations Frequency Score**
0	1
1-3	2
4-5	3
6	4
7-8	5
9	6
10	7
11	8
12	9
13-15	10
16-18	11
19-27	12
28+	13

Step 6: Use the total from Step 3 and then the score from Step 5 above.

Step 7: Using the Table 6 below. Locate the Violation Severity score (column 1) and the Frequency Score in the other columns.

Step 8: Where the two scores intersect is the score you circle on Disciplinary Level on Category #4 of the score sheet.

Disc. Viol. Severity & Time	Discipline Violation Frequency Score												
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**
1	1	1	2	3	3	4	4	5	6	6	7	7	8
2	2	2	2	3	3	4	5	5	6	7	7	8	9
3	2	2	3	3	4	5	5	6	6	7	8	9	9
4	3	3	3	4	4	5	6	6	6	7	8	9	9
5	3	3	4	5	5	6	6	6	7	8	8	9	9
6	4	4	5	5	6	6	6	7	7	8	8	9	9
7	5	5	5	6	6	6	7	8	8	8	8	9	9
8	6	6	6	7	7	7	9	9	9	9	9	9	9
9	7	7	7	8	8	9	9	9	9	9	9	9	9
10	8	8	9	9	9	9	9	9	9	9	9	9	9

1.5 Gang Affiliation Status

1.5.1 Determine the Gang Affiliation by reviewing the DI81 or DI24 Screen. Once the correct affiliation is determined circle the total points in Category #5 of the score sheet. With the automated system, it is critical that this information be entered into AIMS by a SSU Officer. Validated STG member's who are pending Appeal (A); who are pending Debrief (P); those who are participating in the STG Step Down Program (M); and those who have completed the STG step-down program will be scored in the same manner as validated STG's.

1.5.2 Gang suspect(s) would include any inmate with a suspect code for both street gang affiliation and Department recognized security threat group. See Appendix 14 for list of Arizona Recognized STG.

1.6 **Current Age** - Determine the age of the inmate and circle the points in Category #6 of the score sheet.

1.7 **Total** - Enter points from each category in Category #7 and total.

1.8 **Determine Custody Level** - Determine custody level based on total number (#) of points in Category #7 and check the appropriate Custody Level in Category #8 of the score sheet.

1.9 **Lowest Possible Custody Level** - Determine if there is a lowest possible custody level requirement for this inmate in Category #9 of the score sheet. Check the appropriate lowest custody level, if any apply.

1.10 **Custody Level** - Write the final recommended custody level in Category #10 of the score sheet.

See Department Order 801 for required AIMS entries and time frames for initial classification.

AIMS DT08/10 comments shall be entered for each step of the initial classification process.

801.05 CUSTODY RECLASSIFICATION SCORING CRITERIA

The criteria which will be used for determining the custody levels of new inmates are as follows:

Custody Criteria Factors – Reclassification

Reclassification
1. Most Serious Current Offense
2. Most Serious Prior / Other Offense
3. Escape History (3 scoring levels)
4. Discipline Violence History
5. Gang Affiliation Status
6. Current Age
7. Major Program Completion

1.1 Most Serious Current Offense

If the inmate has multiple convictions, consider all convictions within the current incarceration period, regardless whether they are expired or future sentences. These convictions are listed on the DT02. Inmates with future sentences to probation, consecutive or concurrent sentences to other jurisdictions are calculated as part of prior or other offense. These convictions should be listed on the DI 97 screen.

Step 1: Look for the most serious offense the inmate was CONVICTED of, then;

Step 2: Locate the crime on the "Most Serious Offense Description" located on the J Drive.

ARS	Most Serious Offense Description	Level
131604	Aggravated Criminal Damage	3
131204	Aggravated Assault/Class 2	5
131204	Aggravated Assault/Class 3	4

Step 3: Determine score and circle in Category #1 of score sheet.

1.2 Most Serous Prior Other Offense

Step 1: Look for the most serious offense the inmate has been convicted of in the PAST. Felony convictions from other states and juvenile felony convictions shall also be used to determine this score. This includes prior convictions listed on the DT02 and any other sentence listed on the DI97. Note: When determining current or prior sentences on the DT02, look at the period of confinement.

Step 2: Locate the crime on the "Most Serious Offense Description" Table located on the J Drive.

1.2a Aging the Prior Offense

Step 1: Determine the length of time since the Prior Offense occurred Reclassification Priors table below

Step 2: Match the Severity Score and age of offense score using the Initial Classification Priors Table below.

Step 3: Circle the score in Category #2 of the score sheet.

Table 1: Reclassification Priors Table

Offense Severity Score	Points assigned Offense Age in Years		
	0-5	5-10	10+
6	15	14	11
5	14	11	7
4	11	7	3
3	7	3	0
2	3	0	0
1	0	0	0
No Prior Offenses	0	0	0

1.3 **Escape History** – Use the Table #2 below to determine the points and circle in Category #3 on the score sheet.

Definitions:

Escape from a Secure Perimeter – Refers to an institution with an established perimeter which inmates are prohibited from breaching. The perimeter includes, but is not limited to, a wall, fence, and line on the ground, an outside detail supervised by an armed officer, or from a vehicle during escort by armed staff. This does not pertain to escapes or attempted escapes during the arrest process.

Escape from a Non-Secure Perimeter – Refers to an institution, which does not have an established perimeter. This includes, but is not limited to, a work release center, unsupervised work gang, from an outside detail, either supervised, or unsupervised by an unarmed officer. Absconding from parole or community release is NOT considered an escape.

Table 2: Escape History Score Guidelines – 3 Score Levels (reclass & Internal Risk Only)

Score	Guidelines
High	Escape/attempted escape from a secure perimeter less than 3 years ago, or; More than one (1) escape/attempted escape from a secure perimeter within the past 10 years Escape/attempted escape from a secure perimeter more than 3 years ago but less than 10 years ago, or; More than one (1) escape/attempted escape over 10 years ago
Medium	One (1) Escape/attempted escape from a secure perimeter over 10 years ago, or; Escape/attempted escape from a non-secure perimeter less than 3 years ago, or; Any conviction for escape or attempted escape from a non-secure perimeter more than 3 years ago.
Low	Escape/attempted escape from a non-secure perimeter more than 3 years ago.
	No escapes or escape attempts.

History Institutional Violence: Note that the Discipline Severity Levels for new code violations are different for custody and internal risk.

Step 1: Determine the most recent and most severe disciplinary violation form Table #3 below:

Table 3: Disciplinary Violation Severity Scoring-Old Code

Sev. Grp.	Violation Code	Violation Description
1	A02	Taking a Hostage
1	A03	Intentionally Causing the Death or Great Bodily Injury of Another Person
1	A04	Sexual Assault
1	A05	Assault or Battery with a Deadly Weapon or any Assault on Staff
1	A07	Arson
2	A06	Escape, Aiding Escape or Preventing the Discovery of an Escape
2	A08	Negligence or Carelessness Causing Death or Great Bodily Injury
2	B01	Assault, Battery or Striking any Person with any Weapon or Object, etc.
3	A09	Possession or Manufacture of Dangerous Contraband
3	B02	Threatening any Person with Bodily Harm
3	B06	Tampering with any Security or Safety Equipment
3	B23	Violating or Attempting to Violate any of the Laws of Arizona or the U.S.A.
3	B25	Throwing or Projecting an Item at Another Person
4	A01	Inciting or Participating in a Riot, Disturbance, Demonstration or Work Stoppage
4	B03	Fighting
4	B04	Extortion or Intimidation
4	B10	Engaging in any Sexual Act, Including Indecent Exposure, etc.
4	B12	Loss, Destruction or Damage to Property
4	B14	Giving or Offering a Bribe or Anything of Value to any Staff Member, etc.
5	B07	Testing positive for or consumption of any drug, narcotic, stimulant or depressant or refusal to submit to a urinalysis.
5	B09	Obstructing, Hindering or Impeding Staff in the Performance of their Duties
5	B11	Giving or Receiving Tattoos or Possession of Tattooing Paraphernalia
5	B21	Possession of Drug Paraphernalia

Table 3: Disciplinary Violation Severity Scoring-New Code Custody Level		
Sev. Grp.	**Violation Code**	**Violation Description**
1	01A	Aggravated Assault (Inmate on Inmate) Assault of another inmate
1	02A	Aggravated Assault (Inmate on Staff)
1	04A	Sexual Assault
1	05A	Arson
1	09A	Kidnapping/taking of a hostage
1	11A	Murder 1st Degree
1	12A	Murder 2nd Degree
1	02B	Assault on Inmate
1	03B	Assault on Staff
2	03A	Assault with intent to riot or participation in a riot
2	08A	Escape
2	10A	Manslaughter
2	04B	Assault on staff with bodily fluids
2	17B	Homicide (negligent)
3	13A	Promoting Dangerous Prison Contraband
3	31B	Tampering with restraints
3	32B	Tampering with security or safety devices
3	39B	Threatening/intimidating (gang activity)- by word or conduct
4	06B	Bribery
4	07B	Bullying by harassment
4	09B	Criminal Damage
4	10B	Disorderly Conduct
4	12B	Extortion
4	18B	Indecent Exposure
4	26B	Rioting
4	27B	Sexual Abuse
4	28B	Stalking (inmate to inmate)
4	29B	Stalking (inmate to staff)
4	35B	Unlawful assembly
5	20B	Obstructing Staff
5	21B	Possession of Drug paraphernalia
5	22B	Possession or manufacture of intoxicating substance
5	33B	Tattooing, brands, scarifications and piercing
5	37B	Possession of drugs or narcotics
5	38B	Positive test or refusal of UA

Table 3: Disciplinary Violation Severity Scoring-New Code Internal Risk Level		
Sev. Grp.	**Violation Code**	**Violation Description**
1	01A	Aggravated Assault (Inmate on Inmate) Assault of another inmate
1	02A	Aggravated Assault (Inmate on Staff)
1	03A	Assault with intent to Riot or Participation in a Riot
1	04A	Sexual Assault
1	05A	Arson
1	08A	Escape
1	09A	Kidnapping/taking of a hostage
1	11A	Murder 1st Degree
1	12A	Murder 2nd Degree
1	02B	Assault on Inmate
1	03B	Assault on Staff
1	23B	Rioting
2	10A	Manslaughter
2	04B	Assault on staff with bodily fluids
2	17B	Homicide (negligent)
3	13A	Promoting Dangerous Prison Contraband
3	27B	Sexual Abuse
3	29B	Stalking (inmate to staff)
3	31B	Tampering with restraints
3	32B	Tampering with security or safety devices
3	39B	Threatening/intimidating (gang activity)- by word or conduct
4	06B	Bribery
4	07B	Bullying by harassment
4	09B	Criminal Damage
4	10B	Disorderly Conduct
4	12B	Extortion
4	18B	Indecent Exposure
4	35B	Unlawful assembly
5	20B	Obstructing Staff
5	21B	Possession of Drug paraphernalia
5	22B	Possession or manufacture of intoxicating substance
5	33B	Tattooing, brands, scarifications and piercing
5	34B	Theft of property or possession of stolen property
5	37B	Possession of drugs or narcotics
5	38B	Positive test or refusal of UA

Step 2: Use Table #4 below to determine the appropriate group based on time and severity of discipline.

Table 4: Discipline Violation Severity and Time Score-Reclassification

Time (Years)	Disciplinary Violation Severity				
	Group 1	Group 2	Group 3	Group 4	Group 5
0-6 Mos	10	9	7	5	3
7-12 Mos	10	9	7	5	3
1-2 Yrs	10	9	6	4	2
2-3 Yrs	9	8	5	3	2
3-4 Yrs	8	6	4	2	2
4-5 Yrs	8	6	4	2	2
5-6 Yrs	7	5	2	2	2
6-7 Yrs	6	4	2	2	2
7-8 Yrs	6	3	2	2	2
8-9 Yrs	4	3	2	2	2
9-10 Yrs	2	2	2	2	2
10+ Yrs	2	2	2	2	1
None	1	1	1	1	1

Step 3: **KEEP THIS SCORE.** You will use it again.

Step 4: Use the worksheet below to determine the number of disciplinary violations listed in AIMS that the inmate has received in the past 3 years, then total using the formula below.

Current Date 5/13/05	Date 1 Year Ago 5/13/04	# Of Major Disc. 1	X3	TOTAL 3
Date 1 Year Ago 5/13/04	Date 2 Years Ago 5/13/03	# Of Major Disc. 1	X2	TOTAL 2
Date 2 Years Ago 5/13/03	Date 3 Years Ago 5/13/02	# Of Major Disc. 1	X1	TOTAL 1
			FINAL TOTAL	6

Step 5: Use the worksheet below to determine the number of disciplinary violations listed in AIMS that the inmate has received in the past 3 years, then total using the formula below.

Table 5: Disciplinary Violations Frequency Score

Weighted Major Violations Total Score*	Disciplinary Violations Frequency Score
0	1
1-3	2
4-5	3
6	4
7-8	5
9	6
10	7
11	8
12	9
13-15	10
16-18	11
19-27	12
28+	13

Step 6: Use the total from Step 3 and then the score from Step 5 above.
Step 7: Using the Table 6 below, locate the Violation Severity Score (column 1) and the Frequency Score in the other columns.
Step 8: Where the two scores intersect is the score you circle on Disciplinary Level on Category #4 of the score sheet.

Table 6: Violation Severity and Frequency Level

Disc. Viol. Severity & Time	Discipline Violation Frequency Score												
	1	2	3	4	5	6	7	8	9	10	11	12	13
1	1	1	2	3	3	4	4	5	6	6	7	7	8
2	2	2	2	3	3	4	5	5	6	7	7	8	9
3	2	2	3	3	4	5	5	6	6	7	8	9	9
4	3	3	3	4	4	5	6	6	6	7	8	9	9
5	3	3	4	5	5	6	6	6	7	8	8	9	9
6	4	4	5	5	6	6	6	7	7	8	8	9	9
7	5	5	5	6	6	6	7	8	8	8	8	9	9
8	6	6	6	7	7	7	9	9	9	9	9	9	9
9	7	7	7	8	8	9	9	9	9	9	9	9	9
10	8	8	9	9	9	9	9	9	9	9	9	9	9

1.4 Gang Affiliation Status

1.4.1 Determine the Gang affiliation by reviewing the DI81 or DI24 Screens. Once the correct affiliation is determined circle the total points in Category #5 of the score sheet. With the automated system, it is critical that this information be entered into AIMS by a SSU Officer. Validated STG member's who are pending Appeal (A); who are pending Debrief (P); who are debriefed (D); who are participating in the STG Step Down Program (M); and who have completed the STG Step-Down Program (C) will be scored in the same manner as validated STG's.

1.4.2 Gang suspect(s) would include any inmate with a suspect code for both street gang affiliation and Department recognized security threat group. See Appendix 14 for list of Arizona Recognized STG.

1.5 **Current Age** – Determine the age of the inmate and circle the corresponding points in Category #6 of the score sheet.

1.6 **Program Completion** – The program completion will be determined in the following manner.

Step 1: Review the AIMS screen DI 83. Only major programs completed during the inmate's current period of confinement shall be calculated. These include SOTP, GED Functional Literacy and WBE.

Program Completion Category

Program Completion	Pts
Completed Major Program (SOTP/Sub Abuse/GED/WBE)	-5
Completion of 2nd Major Program	-3
Program Completion Total	-8

1.7 Total – Enter points from each category in Category #8 and total.

1.8 Scored Custody Level – Determine custody level based on total number (#) of points in Category #8 and check the appropriate Custody Level in Category #9 of the score sheet.

1.9 Lowest Possible Custody Level – Determine if there is a lowest possible custody level for this inmate in Category #10 of the score sheet. Check the appropriate lowest custody level, if any apply.

1.10 Custody Level – Write the correct Custody Level.

801.06 OVERRIDES – INCREASES OR DECREASES IN CUSTODY

1.1 **Overrides - Increases or Decreases in Custody** – The Deputy Warden or Designee may recommend Overrides to Central Classification. Based on the file review, interaction with the inmate, incident reports, investigations, etc., authorized staff may decide to recommend an override. If an override is recommended, at least one override code must be specified and the documentation must meet the guidelines listed below. **All overrides require a review and final decision by Central Office Classification.**

1.2 **Custody Overrides – Increases**

1.2.1 An increase in the inmate's custody level may be recommended whenever the inmate's behavior or new information becomes known that indicates increased security measures are appropriate to ensure the safety of the public, staff, and/or other inmates.

1.2.2 Types of Custody Override Increases - Evidence of aggravating circumstances must have written documentation from disciplinary reports, information reports, Administrative Investigations Unit (AIU) and Criminal Investigations Unit (CIU) staff reports, Protective Segregation investigations, and/or other sources.

1.2.3 **Escape Risk** - Inmate is suspected of planning to escape or assist others in an escape attempt, or; inmate's extensive history of escapes or seriousness of escape (s) indicates inmate is currently an escape risk and increased supervision is required.

1.2.4 **Security Risk** - Inmate is current custody risk due to violence or disruption of institutional operations.

1.2.4.1 Inmate is suspected of organizing or planning to participate in institutional violence against other inmates, staff, or public, or; inmate's extensive history of institutional violence indicates inmate is currently a security risk and increased supervision is required.

1.2.4.2 Inmate is suspected of organizing or planning to participate in disruptive activities (e.g. accessing Department computers, records office, medical supplies, sensitive documents, etc.), or; inmate's extensive history of institutional disruption indicates inmate is currently a security risk and increased supervision is required.

1.2.5 **High Profile** - Inmate received intense media coverage or public concern as a result of their crime. Custody overrides may be granted for high profile inmates if protective segregation issues do not exist upon completion of the protective segregation process.

1.2.6 **Offense Aggravated** - The circumstances of the current offense or a prior/other offense is depicted as heinous and suggest that the custody level must be increased to ensure public safety, or; the inmate's current and prior criminal record is both extensive, violent and suggest that the custody level must be increased to ensure public safety.

1.2.7 An inmate's custody may not be increased due to an accumulation of minor or nuisance discipline violations.

1.2.8 Other Major Reason - Substantial justification that the inmate is currently a risk to the public staff, or other inmates and increased supervision is required; **to include inmates who have pending charges or a detainer for capital crime (i.e.: Murder 1st Degree).** Justification may not duplicate any other override reason (s) or standard criteria.

1.3 **Drug Trafficking, Extortion and Gang Activity** - In cases involving independent drug trafficking or extortion, **substantial evidence** must be documented in incident reports and/or from other sources. What must be specifically documented for gang involvement is that the inmate is currently communicating with known, actively involved gang members. Communication is taken to include intercepted notes, correspondence, telephone calls and third party communication which may be used to pass information to and from gang members.

1.3.1 Corroborating evidence from at least two independent confidential informant sources, or incident reports from staff who may have overheard conversations between gang members' etc., will be considered.

1.3.2 Corroborating physical evidence in the form of drug trafficking customer lists and payments, documented indications of extortion attempts, gang paraphernalia, fresh or very recent gang related tattoos, or tattoo art, any gang bookkeeping evidence which may be confiscated such as protection lists, gambling or drug debts, etc. are also very important.

1.3.3 I&I, CIU staff or CIF reports are considered vital, when collecting evidence of communication to support active gang involvement, individual extortions or drug trafficking.

1.4 Use of Confidential Informant Information

1.4.1 Information provided here must not be interpreted as replacing or in any manner modifying the rules specified by Department policy for the use of information, provided by a confidential informant, at classification. Current policy requires that when information from a confidential source is to be used, the confidential source must be protected without possible compromise, and the Confidential Informant Reliability Assessment Questionnaire, ADC Form 801-3P, must be completed accurately to document the evaluation of the confidential informant's reliability.

1.4.2 Policy provides that in order to use confidential informant information for classification, the Correctional officer must interview the author of a written report containing information provided by the confidential informant.

1.4.3 Specific inquiries concerning the informant's reliability must be documented by the author to answer to all questions as required by policy, provided by the confidential informant must be attached to the documentation for the reclassification.

1.5 Custody Overrides – Decreases

1.5.1 A decrease in the inmate's custody level may be recommended whenever the inmate's behavior or new information becomes known that indicates that the inmate is likely to successfully be assigned to a less secure environment and is not a threat to the safety of the public, staff, and/or other inmates at the recommended level of supervision.

1.6 Types of Custody Override Decreases

1.6.1 Mitigating circumstances must have specific written summary clearly explaining how the inmate meets the specific mitigation criteria.

1.6.2 Offense Mitigated - Inmate current offense circumstances are not considered so serious that the inmate cannot function in a less secure environment, or, inmate does not have an extensive arrest history and the record of past violence is not considered to be a pattern that should prevent the inmate from functioning in a less secure environment.

1.6.3 Other Major Reason – Substantial justification clearly providing evidence that the inmate is not currently a risk to the public, staff, or other inmates and can safely function in a less secure environment. Justification may not duplicate any other override reason (s) or standard criteria.

1.7 **Monitoring Override Decreases** – The CO III or CO IV shall monitor all inmates that are approved as an override to a lower custody by utilizing the Classification Discretionary Override Report located on the J Drive. If an inmate is approved as an override to a lower custody, but continues to receive major disciplinary infractions, the CO II or CO IV may initiate an administrative review prior to the six month reclassification date if the override is no longer appropriate.

1.8 **Override Rationale** – Justification for the recommended override is mandatory.

1.9 **Recommendations** – Make recommendation for Custody level and housing assignment and forward for Deputy Warden or designee.

1.10 **Custody Decision**

1.10.1 Step 1 - Deputy Warden or designee to make final recommendation

1.10.2 Step 2 - Deputy Warden or designee determines if there needs to be any overrides or Maximum Custody Placement, if none, then signs and returns to CO III for entry into AIMS screens and file in inmate file.

1.10.3 Step 3 - If an override is requested by the Deputy Warden or design, sign and forward to Central Classification. If maximum custody is recommended, due process must be initiated. See Maximum Custody Section.

1.11 **Central Classification** – Offender Services Bureau Administrator or designee is the final approving authorities for all overrides and Maximum Custody Placement.

801.07 NEEDS ASSESSMENT

1.1 **Medical and Health Care (M) Assessment Codes** – The following M codes fill in automatically on the DI 61 and DI 59 screens based on scores entered by medical on the AIMS DI 35 screen.

1.1.1 M-5 Severely limited physical capacity and stamina; requires assistance with Activities of Daily Living (ADLs); requires housing in Inpatient Component or Assisted Living area.

1.1.2 M-4 Limited physical capacity and stamina; severe physical illness or Chronic condition; requires housing in a corridor Institution.

1.1.3 M-3 Restricted physical capacity; requires special housing or reasonable accommodations.

1.1.4 M-2 Sustained physical capacity consistent with age; stable physical illness or chronic condition; no special requirements.

1.1.5 M-1Maximum sustained physical capacity consistent with age; no special requirements.

1.2 **Mental Health Care (MH) Needs Score** - The following MH codes fill in automatically on the DI 61 and DI59 screens based on the scores entered by mental health staff on the DI85 screen.

1.2.1 MH-5Acute Need – Inmate requires placement in the ADC licensed behavioral health treatment facility (e.g., Baker and Flamenco Wards of the Alhambra Behavioral Health Treatment Facility) to receive intensive psychological and psychiatric services. Inmate has a recognized need for psychiatric monitoring. Inmate has a recognized acute need for mental health treatment and supervision.

1.2.2 MH-4High Need - Inmate requires specialized placement in a mental health program (e.g., Men's Treatment Unit (MTU), Women's Treatment Unit (WTU), or Step-Down unit) which provides a highly structured setting and/or has intensive psychological and psychiatric staffing and services. Inmate has a recognized need for psychiatric monitoring. Inmate has a recognized need for intensive mental health treatment and/or supervision.

1.2.3 MH-3S Moderate to High Need – Inmate requires placement in a prison complex (e.g. Perryville, Phoenix, Florence, Eyman, Lewis or Tucson) that has regular, full- time psychological and psychiatric staffing and services. Inmate has a recognized need, or, there exists current need for MH treatment and/or supervision.

1.2.4 MH-3R Moderate Need – Inmate requires placement in a prison complex (e.g. Perryville, Phoenix, Florence, Eyman, Lewis or Tucson) that has regular, full-time psychological and psychiatric staffing and services. Inmate has a recognized need, or, there exists a routine level of need for MH treatment and/or supervision.

1.2.5 MH-2 Low Need - Inmate does not require placement in an institution that has regular psychological and psychiatric staffing and services on site. Inmate has a history of mental health problems or treatment, but has no current recognized need for psychotropic medication, psychiatric monitoring, or psychological counseling or therapy.

1.2.6 MH-1No Need - Inmate does not require placement in an institution that has regular psychological and psychiatric staffing and services on site. Inmate has no known history of mental health problems or treatment. Inmate has no recognized need for psychotropic medication, psychiatric monitoring or psychological counseling or therapy.

1.3 Mental Health Subcodes

1.3.1 **S** - Special Need: Inmate having a Mental Health Care Needs (MH) score of 3 are designated Special Need when the inmate requires more intensive mental health care service based on factors such as:

1.3.1.1 Currently instability, which may include current DTS/DTO behaviors or other severe functional impairments (s).

1.3.1.2 Self Injury in the past year that required hospitalization to include emergency room services, inpatient placement, or other hospital-based treatment(s).

1.3.1.3 Discharge from a mental health treatment program in the past (3) three months.

1.3.1.4 Need for a behavioral management plan in the past (6) six months.

1.3.1.5 Need for a Psychiatric Medication Review Board (PMRB) in the past year.

1.3.1.6 Any other factor(s) as decided by a mental health provider.

1.3.2 **R** - Routine Need: Inmates having Mental Health Care Needs (MH) score of 3 are designated Routine Need when they require a typical level of mental health service and are considered by mental health provider to be stable in treatment.

1.3.3 Note that MH-1, MH-2, MH-4, and MH-5 will not have subcodes assigned. All MH-3 inmates will have subcodes of either S or R.

1.4 Additional Mental Health Scoring and subcode Provisions

1.4.1 Changes to mental health scores and/or subcodes are to be made by the inmate's primary mental health care provider, or other designated mental health staff, when it is clinically indicated that the inmate no longer meets the criteria for their current mental health score and/or subcode.

1.4.2 Upon admission to ABHTF, the inmate's mental health score will be evaluated by mental health staff to ensure that the score reflects the inmate's current level of symptom acuity according to the mental health scoring and classification criteria. Upon discharge from that facility the inmate's mental health score shall be changed to MH 3 S until mental health personnel have determined that a different mental health score and/or subcode is clinically indicated.

1.4.3 Upon placement in a Mental Health program, the inmate's mental health score will be evaluated by mental health staff to ensure that the score reflects the inmate's current level of symptom acuity according to the above mental health scoring and classification criteria. Upon discharge from a mental health program an inmate's mental health score will be changed to MH 3S until mental health personnel have determined that a lower mental health score and/or subcode is clinically indicated.

1.4.4 An inmate's mental health score may be changed to MH- 2 when:

1.4.4.1 It is clinically indicated that the inmate no longer has a recognized need for any mental health services (including psychiatric medication) or follow-up, and; The inmate no longer meets the Mental Health Inmate Classification Criteria for a mental health score of three or higher.

1.4.4.2 Inmates with a mental health score of MH-2 or higher may never be lowered to a mental health score of MH-1 unless: The inmate's mental health score of MH-2 or higher was entered incorrectly, or It is determined that the inmate has never met the Mental Health Inmate Classification Criteria for a mental health score of MH-2 or higher (i.e., misdiagnosed).

1.5 **Education (ED) Needs Score** - See AIMS DI04 Screen

1.6 **Work Based Education (WB) Needs Score** - See AIMS DI04 Screen

1.7 **Work Skills (WK) Needs Score** - See AIMS DI04 Screen

1.8 **Arizona Correctional Industries (AC)** - See AIMS DI04 Screen

1.9 **Substance Abuse Treatment (SA) Needs Score** - See AIMS DI04 Screen

1.10 **Sex Offense Treatment (SX) Needs Score** - See AIMS DI04 Screen

801.08 SEX OFFENSE STATUS CODES (DI97)

1.1 **Sex Offense Risk Classification Criteria** - The Sex Offense Risk Classification is determined by the inmate's custody level, and to a lesser extent, the internal risk level. It does not assess the inmate's need for sex offender treatment as this is a separate process explained in the section above. Any inmate meeting the below criteria that is identified as a status A, B, C or D , for the purposes of custody classification, cannot be reduced below medium custody.

1.2 The below offenses shall be used to classify the inmate as a Sex Offense Status A for custody risk purposes. Note: the inmate is restricted to placement on a sex offender unit and may not be housed below a medium custody unit if the Sex Offense Status is A.

1.2.1 **Sex Offense Status A** – Inmate's current commitment includes a sentence for one of the sex offense statutes listed (this includes future sentences and sentences to lifetime probation):

130118	Sexually Motivated Offense
130538	Sexual Film Photo of Minor
130587	Rape
130614	Rape
130651	Crime Against Nature
130652	Lewd & Lascivious Act
130653	Child Molestation
131307	Sex Traffic Minor
131404	Sexual Abuse
131405	Sexual Conduct with Minor
131406	Sexual Assault
13140601	Sexual Assault of Spouse
131410	Molestation of Child
131411	Crime Against Nature
131412	Lewd and Lascivious Acts
131417	Continuous Sexual Abuse of Child
131418	Sex Misconduct Health Professional
131423	Violent Sexual Assault
133206	Sex Assault Spouse
133211	Child Prostitution
133212	Child Prostitution
133552	Commercial Sex Exploit
133553	Sex Exploitation of Minor
133554	Lure Minor for Sex Exploitation
133824	Violation of Sex Inmate Registration
133821	Violation of Sex Inmate Registration
133822	Violation of Sex Inmate Registration

1.3 **Sex Offense Status B** - Inmate's current commitment includes a sentence for one of the sex offense statutes listed:

1.3.1 Note that although the inmate is designated as a sex offender for custody purposes and may not be reduced below medium custody, the inmate is not restricted to placement on a sex offender unit and may be housed in any facility; not to reduce below medium custody:

131402	Indecent Exposure
131403	Public Sexual Indecency

1.3.1.1 **OR** - Inmate's current or prior conviction includes a sentence for one of the below crimes which was determined by the court to be sexually motivated in accordance with ARS 13-118.

ARS 13-1104	Second degree murder
ARS 13-1105	First degree murder
ARS 13-1203	Assault
ARS 13-1204	Aggravated assault
ARS 13-1303	Unlawful imprisonment
ARS 13-1304	Kidnapping
ARS 13-1508	First degree burglary

1.3.1.2 **OR** - Inmate's current felony conviction includes information in official documents (court, PSI, police reports, etc) of the circumstances of the crime clearly document that a sex act was attempted or completed during the commission of crime. This also includes inmates who were arrested for a sex offense but plead down and were convicted of another charge. Not restricted to sex inmate unit.

1.4 **Sex Offense Stats C** - Inmate's prior commitment includes a sentence for one of the sex offense statutes listed:

1.4.1 Please note that although the inmate is designated as a sex offender for custody purposes and may not be reduced below medium custody, the inmate is restricted to placement on a sex offender unit and may be housed in any facility; not to reduce below medium custody.

130118	Sexually Motivated Offense
130538	Sexual Film Photo of Minor
130587	Rape
130614	Rape
130651	Crime Against Nature
130652	Lewd & Lascivious Act
130653	Child Molestation
131307	Sex Traffic Minor
131404	Sexual Abuse
131405	Sexual Conduct with Minor
131406	Sexual Assault
13140601	Sexual Assault of Spouse
131410	Molestation of Child
131411	Crime Against Nature
131412	Lewd and Lascivious Acts
131417	Continuous Sexual Abuse of Child
131418	Sex Misconduct Health Professional
131423	Violent Sexual Assault
133206	Sex Assault Spouse
133211	Child Prostitution
133212	Child Prostitution
133552	Commercial Sex Exploit
133553	Sex Exploitation of Minor
133554	Lure Minor for Sex Exploitation

1.5 **Sex Offense Status D** - Inmate's prior commitment includes a sentence for one of the sex offense statutes listed:

1.5.1 Please note that although the inmate is designated as a sex offender for custody purposes and may not be reduced below medium custody, the inmate is not restricted to placement on a sex offender unit and may be housed in any facility; not to reduce below medium custody:

133824	Violation of Sex Inmate Registration
133821	Violation of Sex Inmate Registration
133822	Violation of Sex Inmate Registration
131402	Indecent Exposure
131403	Public Sexual Indecency

1.5.1.1 **OR** - Inmate's prior conviction includes a sentence for one of the below crimes which was determined by the court to be sexually motivated in accordance with ARS 13-118.

ARS 13-1104	Second degree murder
ARS 13-1105	First degree murder
ARS 13-1203	Assault
ARS 13-1204	Aggravated assault
ARS 13-1303	Unlawful imprisonment
ARS 13-1304	Kidnapping
ARS 13-1508	First degree burglary

1.5.1.2 OR - Inmate's prior felony conviction (including juvenile adjudication) includes information in official documents (court, PSI, police reports, etc) of the circumstances of the crime clearly document that a sex act was attempted or completed during the commission of crime. This also includes inmates who were arrested for a sex offense but plead down and were convicted of another charge for a previous conviction.

1.6 **Sex Offense Status E** - Inmate has a Misdemeanor conviction for one of the Sex Offense statutes listed under status A or B. Inmate may be housed at any custody level.

1.7 **Sex Offense Status F** - Inmate has a criminal history which indicates a prior felony sex offense arrest (statutes listed under status A or B) with no conviction or disposition on the case available. Inmate may be housed at any custody level.

1.7.1 Note: Inmates who meet criteria for both Sex Offense Status E and F shall be considered status F which is more restrictive as it pertains to outside work eligibility pursuant to Department Order/Tech Manual 903.

1.8 **Sex Offense Status N**- Inmate has no history of sex offense arrests or convictions or was found not guilty in trial.

1.9 **Sex Offense Classification Placement Criteria** - Inmates will be placed in facilities based on their sex offense criminal history and other factors. Inmates with a Sex offense status code greater than N may be housed on a sex offender unit if any of the following apply:

1.9.1 Inmate has a protection issue due to the circumstances of his crime or criminal history and/or is refusing to house in general population, and a sex offender unit is the only appropriate placement as an alternative to PS.

1.9.2 Inmate is identified by the Community Corrections Sex Offender Unit to be evaluated as a possible Sexually Violent Person (SVP) in accordance with ARS 36-3702, and evaluation or referral procedures are pending.

1.9.3 Inmate has been assigned to or has completed SOETP

1.9.4 Other situations deemed appropriate by the Division Director, Program Services, or the Division Director, Inmate Operations.

2.1 Reception Centers

2.1.1 Inmates whose current offense would not place them in a sex offender unit, BUT WHO HAVE A PRIOR SEX OFFENSE or current or prior conviction for Child Abuse, or a conviction enhanced by ARS 13-604.01/13-705P Dangerous Crimes Against Children shall be interviewed by the CO III and asked if they want to house on a sex offender unit or if they want to house in general population. Note that ARS 13-604.01/13-705P must be cited by the courts.

2.1.2 Have the inmate document his decision to house on a sex offender unit in an inmate letter and forward to Central Office Classification.

2.1.3 DT08 10 comments shall be made documenting the inmate's decision by the Reception Center staff member that interviewed the inmate.

2.1.4 The names and numbers of all inmates interviewed and the housing decision shall be sent to Central Office on a weekly basis.

2.1.5 Inmates with a sentence for Child Abuse or Dangerous Crimes against children shall remain a sex offense status of a N. If they score out as minimum custody, a facility override to a sex offender unit shall be approved. The inmate's score should not be affected.

3.1 Inmates who have requested DO 805 and/or refused to house based on their prior sex offense history or current or prior Child Abuse/Dangerous Crimes Against Children convictions. Follow the below process, in accordance with DO 805.

3.1.1 Interview the inmate and determine if the issues are directly related to sex offense history or current or prior or child abuse/Dangerous Crimes Against Children convictions.

3.1.2 Ensure that there are no other issues related to the alleged safety concerns that would require a DO 805 review, such as STG issues, drug debts, etc.

3.1.3 Document on the AIMS DT08 6 50 screen that the inmate's issues are related to sex offense history or child abuse/Dangerous Crimes Against Children convictions and that a DO 805 review is not required.

3.1.4 Have the inmate document his decision to house on a sex inmate unit on form 805-1Protective Segregation Inmate Statement.

3.1.5 Forward Form 805-1 to the Unit Administrator or designee.

3.1.6 The Unit Administrator or designee shall complete Form 805-2 Unit Administrator Protective Segregation review.

3.1.7 Scan or fax forms 805-1 and 805-2 to the Central Office CO IV assigned to your complex. Include DNHW documentation if applicable.

3.1.8 The Central Office CO IV shall assign the inmate to a sex offender unit, and submit a travel order to central office movement.

3.1.9 Central Office Movement shall schedule the movement as beds become available.

3.1.10 In cases where the protective segregation hold (PC) has been entered, Central Office Classification shall remove the hold once the inmate has moved.

4.1 Sex offenses – Not Applicable - The below ARS convictions are not subject to registration or SVP (Sexually Violent Person) statutory criteria. Such offenses are deemed not to require sex offender treatment, custody classification as a sex offender (may be classified as minimum custody), or facility placement as a sex offender.

13-0615	Carnal Knowledge Pupil/Teacher
13-1419	Unlawful sex conduct corrections professional/prisoner
13-3608	Incest
13-3609	Child Bigamy
13-3201	Prostitution
13-3506	Furnishing Obscene material to a minor

5.1 When more than one section is applicable the inmate is given the highest status code.

6.1 Male inmates with a Sex Offense Status code of A shall be classified to a sex offender unit and not to reduce below a medium custody. Inmates with a Sex Offense Status code of B, C, or D do not require placement on a sex offender unit, but cannot reduce below medium custody.

7.1 Inmates with a Sex Offense status code of A-D shall be considered for the SOAR program.

801.09 INITIAL AND RECLASSIFICATION INTERNAL RISK

1.1 **Most Serious Current Offense** - If the inmate has multiple convictions, consider all convictions within the current incarceration period, regardless whether they are expired or future sentences. These convictions are listed on the DT02. Inmates with future sentences to probation, consecutive or concurrent sentences to other jurisdictions are calculated as part of prior or other offenses. These convictions should be listed on the DI 97 screen.

Step 1: Look for the most serious offense the inmate was CONVICTED of, then
Step 2: Locate the crime on the "Most Serious Offense Description" Table located on the J Drive.

ARS	Most Serious Offense Description	Level
131604	Aggravated Criminal Damage	3
131204	Aggravated Assault/Class 2	5
131204	Aggravated Assault/Class 3	4

1.2 **Most Serious Prior/Other Offense**

Step 1: Look for the most serious offense the inmate has been convicted of in the PAST. Felony convictions from other states and juvenile felony convictions shall also be used to determine this score. This includes prior convictions listed on the DT02 and any other sentence listed on the DI97. Note: When determining current or prior sentences on the DT02, look at the period of confinement.

Step 2: Locate the crime on the "Most Serious Offense Description" Table located on the J Drive.

1.2a Aging the Prior Offense

Step 1: Determine the length of time since the Prior Offense occurred.
Step 2: Match the Severity Score and age of offense score using the Internal Risk Priors Table below.
Step 3: Circle the score in Category #2 of the score sheet.

Internal Risk Priors Table

Offense Severity Score	SEVERITY LEVEL Offense Age in Years			Points assigned Offense Age in Years		
	0-5	5-10	10+	0-5	5-10	10+
6	Very High	High	High- Medium	8	8	7
5	High	High-Medium	Low-Medium	8	7	5
4	High-Medium	Low-Medium	Low	7	5	3
3	Low-Medium	Low	Very-Low	5	3	0
2	Low	Very-Low	Very-Low	3	0	0
1	Very-Low	Very-Low	Very-Low	0	0	0
No Prior Offenses	Very-Low	Very-Low	Very-Low	0	0	0

1.3 Escape History

Step 1: Use the table below to determine the points and circle in Category #3 of the Score sheet.

Definitions:

Escape from a Secure Perimeter - Refers to an Institution with an established perimeter which inmates are prohibited from breaching. The perimeter includes, but is not limited to, a wall, fence, and line on the ground, an outside detail supervised by an armed officer, or from a vehicle during escort by armed staff. This does not pertain to escapes or attempted escapes during the arrest process.

Escape from a Non-secure Perimeter - Refers to an Institution, which does not have an established perimeter. This includes, but is not limited to, a work release center, unsupervised work gang, from an outside detail, either supervised, or unsupervised by an unarmed officer. Absconding from parole or community release is NOT considered an escape.

Table 1: Escape Categories

Score	Guidelines
High	Escape/attempted escape from a secure perimeter less than 3 years ago, or; More than one (1) escape/attempted escape from a secure perimeter within the past 10 years Escape/attempted escape from a secure perimeter more than 3 years ago but less than 10 years ago, or; More than (1) escape/attempted escape over 10 years ago
Medium	One (1) Escape/attempted escape from a secure perimeter over 10 years ago, or; Escape/attempted escape from a non-secure perimeter less than 3 years ago, or; Any conviction for escape or attempted escape from a non-secure perimeter more than 3 years ago.
Low	Escape/attempted escape from a non-secure perimeter more than 3 years ago and not convicted.
	No escapes or escape attempts.

1.4 **History Institutional Violence:** Note that the Discipline Severity Levels for new code violations are different for custody and internal risk.

Step 1: Determine the most recent and most severe disciplinary violations using Table 3:

Table 3: Disciplinary Violation Severity Scoring-Old Code

Table 3: Disciplinary Violation Severity Scoring-Old Code		
Sev. Grp.	**Violation Code**	**Violation Description**
1	A02	Taking a Hostage
1	A03	Intentionally Causing the Death or Great Bodily Injury of Another Person
1	A04	Sexual Assault
1	A05	Assault or Battery with a Deadly Weapon or any Assault on Staff
1	A07	Arson
2	A06	Escape, Aiding Escape or Preventing the Discovery of an Escape
2	A08	Negligence or Carelessness Causing Death or Great Bodily Injury
2	B01	Assault, Battery or Striking any Person with any Weapon or Object, etc.
3	A09	Possession or Manufacture of Dangerous Contraband
3	B02	Threatening any Person with Bodily Harm
3	B06	Tampering with any Security or Safety Equipment
3	B23	Violating or Attempting to Violate any of the Laws of Arizona or the U.S.A.
3	B25	Throwing or Projecting an Item at Another Person
4	A01	Inciting or Participating in a Riot, Disturbance, Demonstration or Work Stoppage
4	B03	Fighting
4	B04	Extortion or Intimidation
4	B10	Engaging in any Sexual Act, Including Indecent Exposure, etc.
4	B12	Loss, Destruction or Damage to Property
4	B14	Giving or Offering a Bribe or Anything of Value to any Staff Member, etc.
5	B07	Testing positive for or consumption of any drug, narcotic, stimulant or depressant or refusal to submit to a urinalysis.
5	B09	Obstructing, Hindering or Impeding Staff in the Performance of their Duties
5	B11	Giving or Receiving Tattoos or Possession of Tattooing Paraphernalia
5	B21	Possession of Drug Paraphernalia

Table 3: Disciplinary Violation Severity Scoring-New Code Internal Risk Level		
Sev. Grp.	**Violation Code**	**Violation Description**
1	01A	Aggravated Assault (Inmate on Inmate) Assault of another inmate
1	02A	Aggravated Assault (Inmate on Staff)
1	03A	Assault with intent to Riot or Participation in a Riot
1	04A	Sexual Assault
1	05A	Arson
1	08A	Escape
1	09A	Kidnapping/taking of a hostage
1	11A	Murder 1st Degree
1	12A	Murder 2nd Degree
1	02B	Assault on Inmate
1	03B	Assault on Staff
1	23B	Rioting
2	10A	Manslaughter
2	04B	Assault on staff with bodily fluids
2	17B	Homicide (negligent)
3	13A	Promoting Dangerous Prison Contraband
3	27B	Sexual Abuse
3	29B	Stalking (inmate to staff)
3	31B	Tampering with restraints
3	32B	Tampering with security or safety devices
3	39B	Threatening/intimidating (gang activity)- by word or conduct
4	06B	Bribery
4	07B	Bullying by harassment
4	09B	Criminal Damage
4	10B	Disorderly Conduct
4	12B	Extortion
4	18B	Indecent Exposure
4	35B	Unlawful assembly
5	20B	Obstructing Staff
5	21B	Possession of Drug paraphernalia
5	22B	Possession or manufacture of intoxicating substance
5	33B	Tattooing, brands, scarifications and piercing
5	34B	Theft of property or possession of stolen property
5	37B	Possession of drugs or narcotics
5	38B	Positive test or refusal of UA

Step 2: Use the table below to determine the appropriate group based on time and severity of discipline.

Table 4: Discipline Violation Severity and Time Score-Reclassification

Time (Years)	Disciplinary Violation Severity				
	Group 1	Group 2	Group 3	Group 4	Group 5
0-6 MOs	10	9	7	5	3
7-12 MOs	10	9	7	5	3
1-2 Yrs	10	9	6	4	2
2-3 Yrs	9	8	5	3	2
3-4 Yrs	8	6	4	2	2
4-5 Yrs	8	6	4	2	2
5-6 Yrs	7	5	2	2	2
6-7 Yrs	6	4	2	2	2
7-8 Yrs	6	3	2	2	2
8-9 Yrs	4	3	2	2	2
9-10 Yrs	2	2	2	2	2
10+ Yrs	2	2	2	2	1
None	1	1	1	1	1

Step 3: KEEP THIS SCORE. You will use it again.

Step 4: Use the worksheet below to determine the number of discipline issues the inmate has had in the past 3 years, then total.

Current Date 5/13/05	Date 1 Year Ago 5/13/04	# Of Major Disc. 1	X3	TOTAL 3
Date 1 Year Ago 5/13/04	Date 2 Years Ago 5/13/03	# Of Major Disc. 1	X2	TOTAL 2
Date 2 Years Ago 5/13/03	Date 3 Years Ago 5/13/02	# Of Major Disc. 1	X1	TOTAL 1
			FINAL TOTAL	5

Step 5: Use the total from the above worksheet and use Table 5 "Disciplinary Violations Frequency Score" to determine the frequency Score.

Table 5: Disciplinary Violation Frequency Score

Weighted Major Violations Total Score*	Disciplinary Violations Frequency Score
0	1
1-3	2
4-5	3
6	4
7-8	5
9	6
10	7
11	8
12	9
13-15	10
16-18	11
19-27	12
28+	13

Step 6: Use the total from the first score (Disciplinary Violation Severity Table 4) and then the score from Table 5 above.

Step 7: Using the Table 6 below. Locate the Violation Severity score (column 1) and the Frequency Score in the other columns.

Step 8: Where the two scores intersect is the level you circle on Category #4 of the score sheet.

Table 6: Violation Severity and Frequency Level

Disc. Viol. Severity & Time	Discipline Violation Frequency Score												
	1	2	3	4	5	6	7	8	9	10	11	12	13
1	1	1	2	3	3	4	4	5	6	6	7	7	8
2	2	2	2	3	3	4	5	5	6	7	7	8	9
3	2	2	3	3	4	5	5	6	6	7	8	9	9
4	3	3	3	4	4	5	6	6	6	7	8	9	9
5	3	3	4	5	5	6	6	6	7	8	8	9	9
6	4	4	5	5	6	6	6	7	7	8	8	9	9
7	5	5	5	6	6	6	7	8	8	8	8	9	9
8	6	6	6	7	7	7	9	9	9	9	9	9	9
9	7	7	7	8	8	9	9	9	9	9	9	9	9
10	8	8	9	9	9	9	9	9	9	9	9	9	9

1.5 **Gang Affiliation Status** - Review Gang affiliation by reviewing the DI 81 and DI 24 Screens. Determine the score and circle Category #5 on the score sheet.

1.6 **Current Age** - Determine the age of the inmate and circle in Category #6, of the score sheet.

1.7 **Total** - Enter points from each category in Category #7 and total.

1.8 **IR Level** - Follow the directions on the Score sheet to determine IR Level. Note if the IR level is 5, an override to maximum custody or an IR one level reduction must be completed.

1.9 **Lowest Mandatory Custody Level** – Determine any Lowest Mandatory Custody Level you might be considering, if none go to Category #10.

1.10 **Overrides** – Determine any Overrides you might be considering, if none then go to Category #11.

1.11 **Recommendation** - Make your Recommendation for IR level, sign and forward to Deputy Warden or designee.

1.12 Deputy Warden or Designee Recommendation:

1.12.1 **Step 1** - Deputy Warden or designee to make final recommendation.

1.12.2 **Step 2** - Deputy Warden or designee determines if there needs to be any overrides, if none, then signs and returns to CO III for entry into AIMS and filing into inmate file.

1.12.3 **Step 3** - If the Deputy Warden or designee determines there needs to be an override, sign and forward to the Warden.

1.12.4 Warden's Decision - If the Warden disagrees with any override, they make that determination and they are the final authority.

2.1 **Non-discretionary overrides** - The following criteria requires the inmate to be classified no lower than the highest internal risk level associated with a criteria as applicable to the inmate:

2.1.1 Immigration and Custom Enforcement Detainer or removal order - Score of 3.

2.1.2 Minimum custody inmates with a current or prior conviction for Murder (convictions under chapter 13 which include murder, homicide or manslaughter) or Kidnapping - Score of 3. Inmates convicted of manslaughter as a result of a DUI are excluded from the non-discretionary override.

2.1.3 Minimum custody inmates with a felony arrest, no conviction, for a sex offense - Score of 3.

2.1.4 Minimum custody Interstate Corrections Compact Inmates – Score of 3.

2.2 **Classification –Internal Risk Discretionary Overrides**

1. The CO III, CO IV, Deputy Warden, or designee may recommend internal risk Discretionary Overrides to the Warden, based on the file review, interaction with the inmate, incident reports, investigations, etc. If an override is recommended, documentation shall meet the guidelines as outlined in this section. All internal risk Discretionary Overrides require a review and final decision by the Warden.

1.2Central Office Classification has the authority to independently initiate overrides of internal risk and custody classification risk levels, and institutional assignments. Custody and/or internal risk levels with finalized discretionary overrides shall be reviewed every six months. At any time staff may initiate an administrative review if they determine that the inmate's custody and/or internal risk levels need to be reviewed prior to the six month time frame.

1.3Internal Risk Overrides - Decrease - A decrease in the inmate's internal risk level shall not be more than one level. An override may be recommended when:

1.3.1New information becomes known.

1.3.2The inmate's behavior indicates he/she can function in a less secure environment.

1.3. The inmate is not a threat to the safety of the public, staff, and/or community.

1.4 Internal Risk Overrides – Increase – Internal risk scores shall not be increased by utilizing an override.

1.5Procedures for changes to the inmate's internal risk level:

1.5.1Inmates with internal risk levels of 5 shall be reviewed for a possible internal risk score override.

1.5.2Changes to the internal risk level only, shall be entered on the AIMS DI61 screen type 91 unless the internal risk score is a 5. Classification actions for inmates with an internal risk of a 5 shall be entered on the AIMS DI61 screen type 07 and classified in accordance with the procedures and time frames outlined in Section 801.10 of this Department Order.

1.5.2.1Inmates with internal risk scores of 5 who are approved for an override shall be classified in accordance with the procedures and time frames outlined in Section 801.05 of this Department Order. A Maximum Custody Packet is not required.

801.10 INTERSTATE CORRECTIONS COMPACT (ICC) INMATES

1.1 **IDENTIFICATION** - Interstate Corrections Compact (ICC) inmates are individuals serving a sentence imposed by the court of jurisdiction in another state who have been transferred to the Arizona Department of Corrections, under the Interstate Corrections Compact Agreements, to serve the remainder of their sentence.

1.1.1 These inmates are assigned ADC numbers, which include the "x" character as an added character following their six-digit ADC number. Compared with the normal six- digit ADC number format, an ICC inmate number appears as follows: (012345X).

1.1.2 This special ADC Number Format is also used within the AIMS computer files enabling easy identification of these inmates. The "X" character shall always be recorded on all documents completed for such inmate's, especially all classification documents. Due to the confidentiality and available information on AIMS, all interstate compact inmates must be classified manually.

1.2 **Initial Classification** - Interstate Corrections Compact inmates must be classified using the same criteria as used for all Arizona inmates. The inmate's initial classification date shall always be retroactive to the date that the sending state's Department of Corrections assumed custody of the inmate from the sending state's court of jurisdiction.

1.2.1 Whenever insufficient documentation is available to properly complete the inmate's initial classification, the Inmate Operations Special Services Office shall be contacted and requested to obtain the information from the sending state. Direct contact with sending state authorities is not authorized.

1.2.2 Interstate Corrections Compact initial classification cases shall be forwarded to Central Classification.

1.3 **Progress Reports and Reclassification** - A progress report must be prepared for all Interstate Corrections Compact inmates every six months while they remain incarcerated in Arizona.

1.4 **Progress Report Formats** - The format for the report is the INTERSTATE CORRECTIONS COMPACT PROGRESS REPORT (See Appendix). This is the same progress report that has been in use for the last several years.

1.5 **Progress Report Cycle** - The first report is due six months after the date that the Arizona Department of Corrections assumed custody of the inmate. Progress reports are prepared at the end of each six-month period unless requested earlier by the sending state. The CO III's indicate that they have completed a report on the AIMS, but should not provide the inmate's sending state.

1.5.1 The AIMS "out of state" comment screen (DT08/91) will indicate the date that progress reports are received by Special Services. To determine when a progress report is due, AIMS the "out of state" AIMS screen may be viewed to find the date the last report was received. This screen is for viewing only. Information can only be annotated by Special Services. Progress reports shall be forwarded to the Inmate Operations Special Services Office, except when the report is accompanied by a classification action, in accordance with ADC Policy, that if approved, may result in the eventual transfer of the inmate to a lower custody Institution.

1.5.2 Note: Although the progress reports are due every six months, this does not mean that the inmate needs to be classified. All classifications for Interstate Compact must be performed manually due to the confidentiality issues which cannot be placed on AIMS.

1.6 **Reclassification** - All Interstate Corrections Compact inmates shall be reclassified using the same criteria as Arizona inmates, except that the following procedures shall be applied to every reclassification.

1.6.1 Reclassifications shall be forwarded to Central Classification. The inmate's AIMS Screen shall be annotated in the same manner as required for all other classification actions. If the reclassification recommendations include transfer of the inmate to an institution at a lesser custody level, a copy of the last progress report must be included as a supporting document. If the last progress report is four or more months old, a new progress report must be prepared.

1.6.2 When Interstate Corrections Compact actions recommending lower custody assignments are approved at Central Classification, the inmate shall be placed in a transfer hold status, and the inmate's AIMS Screen annotated accordingly, until such time as agreement with the approved classification action can be obtained from the inmate's sending state by the Inmate Operations Special Services Office. When agreement is received in writing from the sending state, the inmate's classification shall then be processed for transfer to the new institutional assignment.

1.7 **Interstate Corrections Compact Liaison** - The Inmate Operations Special Services Office is tasked with performing all liaison functions, which may be required for communicating with the Interstate Corrections Compact inmate's sending state. Whenever problems arise, questions must be answered, or documentation is needed assistance must be sought from the Special Services Office.

1.7.1 This Office is tasked with the job of providing all such assistance. Inquiries made directly to sending state authorities are not authorized. Additional information may be found within ADC Policy under the subject of "Transfer of Inmate's Pursuant to Interstate Corrections Compact. All classifications for Interstate Compact must be performed manually due to the confidentiality issues which cannot be placed on AIMS.

801.11 MAXIMUM SECURITY DUE PROCESS

1.1 **Criteria Governing Placement in Maximum Security** - The inmate has demonstrated physically or sexually assaultive behavior resulting in either serious physical injury or death to any person, or in an attempt to sexually assault any person, or to cause serious physical injury or death to any person. An inmate has demonstrated such behavior when the inmate has:

1.1.1 Physically assaulted another resulting in serious physical harm.

1.1.2 Assaulted or attempted to assault another with a deadly weapon.

1.1.3 Compelled or attempted to compel another to perform sexual acts; engage in sexual conduct or sexual contact, or to submit to sexual contact; all by force or threat of force.

1.1.4 Compelled or coerced another, by force or the threat of serious physical harm or death, to provide anything of value, to perform any act, or to violate any rule.

1.1.5 The nature of the criminal offense committed prior to incarceration constitutes a current threat to the security and orderly operation of the institution and to the safety of others, for example, serious assaults against law enforcement, participation in organized criminal activity or actions indicating a serious escape risk.

1.1.6 The inmate has lead, organized, or incited a serious disturbance or riot that resulted in the taking of a hostage, significant property damage, physical harm, or loss of life.

1.1.7 The inmate has conspired or attempted to convey, introduce or possess major contraband, which poses a serious threat or danger to the security of the institution. This includes but is not limited to:

1.1.7.1 Deadly weapons. "Deadly weapon" means any instrument, device, or thing capable of inflicting death, and designated or specially adapted for use as a weapon, or possessed, carried or used as a weapon.

1.1.7.2 Ammunition. "Ammunition" means any thing hurled by a weapon or exploded as a weapon, as bullets, gunpowder, shots, shells, bombs, grenades, rockets, etc...

1.1.7.3 Escape Instruments. "Escape Instruments" include any substance, device, instrument, or article designed or specially adapted for criminal use in an escape attempt; or possession or control of any substance, device, instrument, or article commonly used for criminal purposes, under circumstances indicating the item is intended or criminal use in an escape attempt.

1.1.7.4 Drugs for distribution. "Drugs for distribution" means any drug possessed in such amount as to subject an inmate to incarceration for at least a third degree felony as defined by the Arizona Criminal Code.

1.1.8 The inmate functions as a leader, enforcer, recruiter or member of a security threat group, which is actively involved in violent or disruptive behavior.

1.1.9 The inmate escaped, attempted to escape or committed acts to facilitate an escape from a inside an Institution or while under supervision outside of the Institution, resulting in physical harm or threatened serious physical harm to others or caused serious destruction to the physical plant.

1.1.10 The inmate has demonstrated an ability to compromise the integrity of staff, which resulted in a threat to the security of the institution.

1.1.11 The inmate knowingly exposed others to the risk of contracting a dangerous disease, such as HIV or hepatitis.

1.1.12 The inmate through repetitive and/or seriously disruptive behavior has demonstrated a chronic inability to function in a lower custody level as evidenced by repeated major rule violations.

1.2 Procedures for Maximum Security Placement - The Hearing Process

1.2.1 The Warden, Deputy Warden or Designee may initiate request for placement into a maximum-custody institution. The person initiating the request shall:

1.2.1.1 Serve the inmate with Notice of Hearing and Inmate Rights form (801-6) and a Request for Witness form 801-2 at least 48 hours prior to the commencement of the hearing. The notice shall include all of the reasons for the proposed placement and a summary of the evidence relied on. If the Requestor intends to use the statement of a witness whose identify it intends to withhold, the written notice shall indicate the Requestor's reliance on such statement and

disclose as much of the substance of the information without jeopardizing the safety of persons or institutional security. The inmate has the right to waive the 48 hour notice by initialing the "Waive 48 Hour" box on the Notice of Hearing and Inmate Rights form 801-6. If the inmate refuses to waive his 48 hours, the staff member must wait 48 hours before conducting the hearing.

1.2.1.2 Document the reasons for the request on the Maximum Custody Placement Recommendation/Approval Form 801-7.

1.2.1.3 The inmate shall be afforded the opportunity to appear before the Correctional Officer III or IV and make an oral or written statement if the inmate so desires. The inmate has a right to call witnesses and present documentary evidence as long as permitting him to do so will not be unduly hazardous or burdensome to institutional safety or correctional goals. If the inmate requests testimony of a witness who would otherwise be approved and the witness is incarcerated at another Institution, the witness shall be permitted to testify by telephone.

1.2.1.4 The inmate does not have a right of confrontation and cross-examination of witnesses, nor does the inmate have a right to counsel.

1.2.1.5 If the Correctional officer III or IV intends to use the statement of a witness whose identity it wishes to withhold, the Correctional officer shall disclose the substance of such information to the inmate. Before utilizing such information, the Correctional officer shall provide the inmate with a reasonable opportunity to respond with a written statement and/or the submission of documentary evidence.

1.2.1.6 If the Correctional Officer III or IV intends to rely on a statement that previously was not made known to the inmate, the Correctional officer shall disclose the substance of such information to the inmate. Before utilizing such information, the Correctional officer shall provide the inmate with a reasonable opportunity to respond with a written statement and/or the submission of documentary evidence.

1.2.1.7 At the conclusion of the hearing, the Correctional officer III or IV shall inform the inmate verbally of its recommendation.

1.2.1.8 The Correctional Officer III or IV shall inform the inmate of his right to appeal and the method for the appeal, if Central Office Classification approves placement.

1.2.1.9 The Correctional Officer III or IV shall forward the recommendation to the Deputy Warden or designee for approval with all documentation.

1.2.1.10 The Deputy Warden or designee shall forward their recommendation to the Warden or designee.

1.2.1.11 After receiving the Correctional Officer's III or IV's recommendation, the Warden/Designee shall independently review the recommendation for consistency with the standards of policy.

1.2.1.12 The Warden or designee shall forward their recommendation to Central Classification, Inmate Services Bureau for final approval or denial.

1.2.1.13 If the Deputy Warden or designee disagrees with the maximum placement of the inmate if the inmate does not score maximum custody, the Warden or designee can deny the placement. Unless it is an override, the process is completed. If it is an override the Warden or designee will submit the recommendation to Central Classification.

1.2.1.14 After Central Classification receives the maximum custody packet, the Classification Administrator or designee shall consider the recommendations and determine whether the inmate should be placed in a Maximum Custody Institution.

1.2.1.15 If Central Classification intends to rely on a statement that previously was not made known to the inmate, the inmate shall be informed as much of the substance of the information without jeopardizing the safety of person(s) or institutional security. Before using such information Central Classification shall provide the inmate with a reasonable opportunity to respond with a written statement and/or the submission of documentary evidence.

1.2.1.16 If Classification Administrator or designee intends to use the statement of a witness whose identity they wish to withhold, they shall inform the inmate of such reliance and disclose as much of the substance of the information without jeopardizing the safety of person(s) or institutional security; Before using such the Classification Administrator or designee shall provide the inmate with a reasonable opportunity to respond with a written statement and/or the submission of documentary evidence.

1.2.1.17 The Central Office Classification Administrator or designee shall have final approval for placement.

1.2.1.18 If maximum custody is approved by Central Office Classification, the CO III or COIV shall provide the inmate with the Notice of Appeal Form 801-8.

1.2.1.19 Inmates who are being reclassified to maximum custody shall be placed in Administrative Detention for no more than thirty (30) days prior to completion of the process and final approval from Central Classification. Requests for an extension to this time frame shall be submitted in writing to the Inmate Services Administrator or designee for approval.

1.2.1.20 Inmates initially classified at a Reception Center may be transferred to a Maximum Custody institution if Classification Officer(s) recommend that the inmate be placed in maximum custody. The inmate shall remain in this status no longer than thirty (30) days prior to the completion of the process. The Correctional Officer(s) at the Reception Center shall ensure all documentation is provided to the Maximum Custody institution. Requests for an extension to this time frame shall be submitted in writing to the Inmate Services Administrator or designee for approval.

1.2.1.21 See Department Order 801 for required AIMS entries and time frames for maximum custody. AIMS DT08 10 comments shall be entered for each step of the maximum custody process.

1.3 **Maximum Custody Appeals** - No person who approves an inmate placement in maximum custody shall decide, or take part in deciding, the inmate's appeal to Central Classification.

1.3.1 The inmate shall submit a written appeal to Offender Services Bureau Administrator within fifteen (15) work days following receipt of the notice of decision from Central Office Classification Administrator or designee.

1.3.2 If the Offender Services Bureau Administrator or designee intends to rely on a statement that previously was not made known to the inmate, they shall disclose the substance of such information to the inmate. Before using such information, the Offender Services Administrator or designee shall provide the inmate with a reasonable opportunity to respond with a written statement and/or the submission of documentary evidence.

1.3.3 If the Offender Services Bureau Administrator or designee intends to use the statement of a witness whose identity they wish to withhold, they shall inform the inmate of such reliance and disclose as much of the substance of the information without jeopardizing the safety of person(s) or institutional security.

1.3.4 The Offender Services Bureau Administrator or designee shall prepare a written statement, within 30 work days, which shall include the final decision, the reasons for the decision and the evidence relied upon. A copy of the final decision shall be provided to the inmate.

1.3.5 The Offender Services Bureau Administrator's decision is final.

1.4 **REMOVAL FROM MAXIMUM CUSTODY**

1.4.1 The Warden or designee must approve the removal of an inmate from maximum custody, using the Maximum Custody Placement Recommendation/Approval Form. If the inmate has a reduction in custody or an override to maximum custody is no longer needed, the recommendation on the Maximum Custody Placement Recommendation/Approval Form shall indicate that the inmate is being recommended to return to a lower custody detailing the reasons for his/her reduction.

1.4.2 The DI61 shall be completed as a TYPE 07. The procedures and time frames for reclassification shall be followed. Removal from maximum custody does not require due process. The Maximum Custody Placement Recommendation/Approval Form shall be the only necessary form for removal of maximum custody.

1.4.3 Central Office is the final approving authority for removal from maximum custody. If Central Office denies the recommendation for removal, the unit will be contacted to initiate the due process.

1.4.4 Inmates assigned to maximum custody shall receive review after 180 days from the date of the maximum custody approval, to determine if maximum custody placement is still required. If it is determined the inmate no longer requires maximum custody placement; the inmate may be transferred to a lower security facility upon reclassification and approval by the Deputy Warden or Designee.

1.4.4.1 The Warden or designee must approve the removal of an inmate from maximum custody, using the Maximum Custody Placement Recommendation/Approval Form 801-7. The Warden or designee shall forward the transfer recommendation to Central Office Inmate Services Classification for appropriate action. If removal from maximum custody is

denied by Central Office, a rehearing will be requested to ensure due process requirements are met.

1.4.4.2 If the inmate is denied removal from maximum custody at the 180 day review, the inmate shall be classified annually thereafter unless the placement is a result of an override. Inmates who are approved for maximum custody shall not be eligible for reduction for 180 days, unless the placement was a result of a custody override.

1.4.5 Administrative Reviews - An inmate may request an administrative review of a classification score or custody level override when there is factual evidence the information utilized in the scoring process was incorrect or information that would have altered the result was omitted. No other issues will be considered. See Department Order 801 for Administrative Review Process.

801.12 SECURITY THREAT GROUP

1.1 **Validated Security Threat Groups** - When an inmate has been validated as a member of a security threat group in accordance with departmental policy, the inmate shall be classified to maximum custody in accordance with classification procedures for maximum custody placement.

1.1.1 Classification to maximum security will immediately follow the validation by the STG Validation Committee. When an inmate successfully appeals and the validation has been reversed, a new reclassification shall be conducted to determine the appropriate custody.

1.1.2 When an inmate agrees to renounce STG membership and subsequently debriefs in a satisfactory manner, the inmate shall be placed in Protective Segregation as outlined in Department Orders 805 and 806. Once an inmate successfully passes a polygraph, he/she shall be eligible to reduce to a close custody Protective Segregation Unit, but never be eligible for a medium custody.

1.1.3 Central Office Classification shall monitor all STG Debriefed inmates for reductions in custody. Once an inmate is eligible for reduction, the Central Office CO IV shall notify the STG unit to administer the polygraph. The STG unit shall notify Central Office Classification of the polygraph results. If the inmate successfully passes the polygraph, they shall be moved to the appropriate close custody, Protective Segregation Unit.

1.2 **Debrief STG Member Polygraphs** - In coordination with the Inspection and Investigation Division, Special Services Bureau the following guidelines are established in order to provide a more efficient process to effectively administer the polygraph of the STG members that debrief and are eligible for Close Custody placement. See Appendix for list of approved STG's.

1.2.1 The institution will review the Debriefed STG members for close custody placement based upon established classification criteria. (A request for polygraph examination is not required at this stage).

1.2.2 Upon receipt and review of the Institution's recommendation for placement in a close custody unit, Central Classification will submit an e-mail request to the Security Threat Group Unit for a polygraph examination to be conducted. (AIMS DT08 entry will be made by Central Classification at the time of the request.)

1.2.3 The Security Threat Group Unit will coordinate the polygraph examination and provide a copy of the written results to Central Classification. (AIMS DT08 entry will be made by the STG Unit in the STG comments section.)

1.2.4 If the inmate passes the polygraph examination and remains eligible for Close Custody placement, the inmate will be eligible for transfer.

1.2.5 If the inmate fails the polygraph examination, they must successfully pass two (2) consecutive polygraph examinations before consideration for transfer is permitted.

1.2.6 The polygraph examinations will be administered six (6) months after the failed polygraph examination, if the inmate remains eligible for Close Custody.

1.2.7 If the inmate fails a consecutive polygraph, future polygraphs will be conducted on an annual cycle.

1.2.8 The polygraph examination is an investigative tool and will be considered in conjunction with all other evidence prior to making a final placement determination.

1.3 **Validated STG Step-Down Program** - Refer to Department Order 806 for Step-Down Program Process. Note that inmate is not to reduce below close custody and must pass a polygraph examination prior to reduction in custody.

APPENDICES

Appendix 1
Disciplinary Violation Severity Scoring

Table 3: Disciplinary Violation Severity Scoring-Old Code		
Sev. Grp.	Violation Code	Violation Description
1	A02	Taking a Hostage
1	A03	Intentionally Causing the Death or Great Bodily Injury of Another Person
1	A04	Sexual Assault
1	A05	Assault or Battery with a Deadly Weapon or any Assault on Staff
1	A07	Arson
2	A06	Escape, Aiding Escape or Preventing the Discovery of an Escape
2	A08	Negligence or Carelessness Causing Death or Great Bodily Injury
2	B01	Assault, Battery or Striking any Person with any Weapon or Object, etc.
3	A09	Possession or Manufacture of Dangerous Contraband
3	B02	Threatening any Person with Bodily Harm
3	B06	Tampering with any Security or Safety Equipment
3	B23	Violating or Attempting to Violate any of the Laws of Arizona or the U.S.A.
3	B25	Throwing or Projecting an Item at Another Person
4	A01	Inciting or Participating in a Riot, Disturbance, Demonstration or Work Stoppage
4	B03	Fighting
4	B04	Extortion or Intimidation
4	B10	Engaging in any Sexual Act, Including Indecent Exposure, etc.
4	B12	Loss, Destruction or Damage to Property
4	B14	Giving or Offering a Bribe or Anything of Value to any Staff Member, etc.
5	B07	Testing positive for or consumption of any drug, narcotic, stimulant or depressant or refusal to submit to a urinalysis.
5	B09	Obstructing, Hindering or Impeding Staff in the Performance of their Duties
5	B11	Giving or Receiving Tattoos or Possession of Tattooing Paraphernalia
5	B21	Possession of Drug Paraphernalia

Table 3: Disciplinary Violation Severity Scoring-New Code Custody Level		
Sev. Grp.	Violation Code	Violation Description
1	01A	Aggravated Assault (Inmate on Inmate) Assault of another inmate
1	02A	Aggravated Assault (Inmate on Staff)
1	04A	Sexual Assault
1	05A	Arson
1 1	09A 11A	Kidnapping/taking of a hostage Murder 1st Degree
1	12A	Murder 2nd Degree
1 1	02B 03B	Assault on Inmate Assault on Staff
2	03A	Assault with intent to riot or participation in a riot
2	08A	Escape
2	10A	Manslaughter
2	04B	Assault on staff with bodily fluids
2	17B	Homicide (negligent)
3	13A	Promoting Dangerous Prison Contraband
3	31B	Tampering with restraints
3	32B	Tampering with security or safety devices
3	39B	Threatening/intimidating (gang activity)- by word or conduct
4	06B	Bribery
4	07B	Bullying by harassment
4	09B	Criminal Damage
4	10B	Disorderly Conduct
4	12B	Extortion
4	18B	Indecent Exposure
4	26B	Rioting
4	27B	Sexual Abuse
4	28B	Stalking (inmate to inmate)
4	29B	Stalking (inmate to staff)
4	35B	Unlawful assembly
5	20B	Obstructing Staff
5	21B	Possession of Drug paraphernalia
5	22B	Possession or manufacture of intoxicating substance
5	33B	Tattooing, brands, scarifications and piercing
5	37B	Possession of drugs or narcotics
5	38B	Positive test or refusal of UA

Table 3: Disciplinary Violation Severity Scoring-New Code Internal Risk Level		
Sev. Grp.	Violation Code	Violation Description
1	01A	Aggravated Assault (Inmate on Inmate) Assault of another inmate
1	02A	Aggravated Assault (Inmate on Staff)
1	03A	Assault with intent to Riot or Participation in a Riot
1	04A	Sexual Assault
1	05A	Arson
1	08A	Escape
1	09A	Kidnapping/taking of a hostage
1	11A	Murder 1st Degree
1	12A	Murder 2nd Degree
1	02B	Assault on Inmate
1	03B	Assault on Staff
1	23B	Rioting
2	10A	Manslaughter
2	04B	Assault on staff with bodily fluids
2	17B	Homicide (negligent)
3	13A	Promoting Dangerous Prison Contraband
3	27B	Sexual Abuse
3	29B	Stalking (inmate to staff)
3	31B	Tampering with restraints
3	32B	Tampering with security or safety devices
3	39B	Threatening/intimidating (gang activity)- by word or conduct
4	06B	Bribery
4	07B	Bullying by harassment
4	09B	Criminal Damage
4	10B	Disorderly Conduct
4	12B	Extortion
4	18B	Indecent Exposure
4	35B	Unlawful assembly
5	20B	Obstructing Staff
5	21B	Possession of Drug paraphernalia
5	22B	Possession or manufacture of intoxicating substance
5	33B	Tattooing, brands, scarifications and piercing
5	34B	Theft of property or possession of stolen property
5	37B	Possession of drugs or narcotics
5	38B	Positive test or refusal of UA

Appendix 2
Determining Disciplinary Violence Aging Level Worksheet

Current Date	Date 1 Year Ago	# of Major Disc.		TOTAL
5/13/05	5/13/04	1	X3	3
Date 1 Year Ago	**Date 2 Years** Ago	**# of Major Disc.**		**TOTAL**
5/13/04	5/13/03	1	X2	2
Date 2 Years Ago	**Date 3 Years Ago**	**# of Major Disc.**		**TOTAL**
5/13/03	5/13/02	1	X1	1

Current Date	Date 1 Year Ago	# of Major Disc.		TOTAL
5/13/05	5/13/04	1	X3	3
Date 1 Year Ago	**Date 2 Years** Ago	**# of Major Disc.**		**TOTAL**
5/13/04	5/13/03	1	X2	2
Date 2 Years Ago	**Date 3 Years Ago**	**# of Major Disc.**		**TOTAL**
5/13/03	5/13/02	1	X1	1

Current Date	Date 1 Year Ago	# of Major Disc.		TOTAL
5/13/05	5/13/04	1	X3	3
Date 1 Year Ago	**Date 2 Years** Ago	**# of Major Disc.**		**TOTAL**
5/13/04	5/13/03	1	X2	2
Date 2 Years Ago	**Date 3 Years Ago**	**# of Major Disc.**		**TOTAL**
5/13/03	5/13/02	1	X1	1

Appendix 3

INITIAL CUSTODY CLASSIFICATION SCORESHEET Appendix

Inmate Number _____ Inmate Name _____ Fac Code _____

1. Most Serious Current Offense	Points
Offense Sev 6	15
Offense Sev 5	13
Offense Sev 4	10
Offense Sev 3	4
Offense Sev 2	2
Offense Sev 1	0

2. Most Serious Prior/Other Offense	Points
Offense Sev 6	13
Offense Sev 5	10
Offense Sev 4	8
Offense Sev 3	5
Offense Sev 2	3
Offense Sev 1	0
No Prior Felony Conviction	0

3. Escape History (See Table 2)	Points
Escape History 5	13
Escape History 4	6
Escape History 3	4
Escape History 2	0
Escape History 0	0

4. History of Institutional Violence (See Table 4)	Points
Level 9	36
Level 8	32
Level 7	28
Level 6	24
Level 5	20
Level 4	16
Level 3	12
Level 2	8
Level 1	4
No Disciplinary Violence	0

5. Gang Affiliation Status	Points
V, A ,C, M or P=Validated STG Member (Unrenounced)	16
D=Validated STG Member (Renounced)	12
S = Gang Suspect	6
N= No Gang Affiliation	0

6. Current Age	Pts		Pts
Under Age 18	7	Age 30-32	1
Age 18	3	Age 33-36	1
Age 19-20	2	Age 37-40	0
Age21-22	2	Age 41-45	0
Age 23-24	1	Age 46-51	0
Age 25-26	1	Age 52-60	0
Age 27-29	1	Age 61+	0

7. TOTAL SCORING	
Score	Custody Level
1	
2	
3	
4	
5	
6	
TOTAL	

8. Scored Custody Level	
Point Range	Level
38+	( ) Maximum
37-28	( ) Close
10-27	( ) Medium
0-9	( ) Minimum

10. Custody (Compare the "Scored Custody level" with the "Lowest Possible Custody Level" Level (A vs. B). List the "HIGHER" custody level)

9. Lowest Possible Custody Assignment	( ) NONE
Death Sentence	( ) Maximum
Life Sentence 0-2 Yrs Served	( ) Maximum
Life Sent. & 3-5 Yrs Served	( ) Close
Life Sent. 5+ Yrs serves	( ) Medium
Validated Unrenounced STG	( ) Maximum
Validated Renounced STG/Step Down comp.	( ) Close
5+ Yrs Remain to Serve	( ) Medium
Current/Prior Sex Inmate	( ) Medium
Felony Detainer/FH Hold	( ) Medium

11. Custody Overrides – Increases (Reason Codes)

( ) 06, Escape Risk

( ) 07, Institutional Security Risk

( ) 10, High Profile

( ) 11, Offense Aggravated

( ) 19, Other Major Reasons ( ) NONE

12. Custody Overrides – Decreases (Reason Codes)

( ) 16, Offense Mitigated

( ) 79, Other Major Reasons ( ) NONE

13. Custody Override Rational

14. Recommended Custody Level and Institution Assignment If recommended custody level is maximum, go to section on maximum custody placement.
1. Custody Level Code = ___ (4=close; 3=medium;2=minimum)
2. Med ___ MH ___ ED ___ WBE ___ WK ___ SA ___ AC ___ SX ___ DU ___ 3. Recommended Housing Loc _____
COIII Signature _____ AIMS ID: _____ Date: ___/___/___

15. Custody Decision (Deputy Warden or designee is final authority, except for custody overrides)
1. Deputy Warden or Designee: a. Accept Recomm. Custody ? ___ b. Revise Custody to: ___
Deputy Warden or Designee Recommends Override? ___ Yes ___ No If Yes, Reason Code ___
Rationale:
Unit Admin. Signature _____ AIMS ID: _____ Date: ___/___/___

16. Central Classification (Central Classification is final authority for custody overrides only)
1. Central Classification – Custody Level : ___ Approve ___ Disapprove
If Disapproved, revised Custody Level: _____ Override? ___ Yes ___ No
If Yes, Reason Code ___ Rationale: Final Housing Location; _____
Central Office Signature _____ AIMS ID: _____ Date: ___/___/___

Appendix 4

RECLASSIFICATION CUSTODY SCORESHEET

Inmate Number _____ Inmate Name _____ Fac Code _____

1. Most Serious Current Offense	Points
Offense Sev 6	18
Offense Sev 5	16
Offense Sev 4	12
Offense Sev 3	9
Offense Sev 2	6
Offense Sev 1	0

2. Most Serious Prior/Other Offense (See Table 1)	Points
Offense Sev 6	15
Offense Sev 5	14
Offense Sev 4	11
Offense Sev 3	7
Offense Sev 2	3
Offense Sev 1	0
No Prior Felony Conviction	0

3. Escape History (Table 2)	Points
Escape History High	11
Escape History Medium	4
Escape History Low	0

4. History of Discipline Violence (Table 3,4,5,6)			
Discipline Level 9	50	Discipline Level 4	18
Discipline Level 8	44	Discipline Level 3	12
Discipline Level 7	38	Discipline Level 2	5
Discipline Level 6	31	Discipline Level 1	0
Discipline Level 5	24	No Discipline Viol	0

5. Gang Affiliation Status	Points
D, V, P, M, C or A=Validated STG Member/Debriefer	16
S= STG Suspect	14
S = Other Gang	7
N = No Gang Affiliation	0

6. Age	Points		Points
Under Age 18	13	Age 30-32	6
Age 18	12	Age 33-36	5
Age 19-20	11	Age 37-40	4
Age 21-22	10	Age 41-45	3
Age 23-24	9	Age 46-51	2
Age 25-26	8	Age 52-60	1
Age 27-29	7	Age 61+	0

7. Program Performance	Points
Comp. Major Pgm (SOTP/SA/GED/WBE)	-5
For Completion of 2nd Program Major	-3

8. TOTAL SCORING	
Score	Custody Level
1	
2	
3	
4	
5	
6	
7	
TOTAL	

9. Scored Custody Level	
Point Range	Custody Level
62+	( ) Maximum
44-61	( ) Close
26-43	( ) Medium
0-25	( ) Minimum

10. Lowest Possible Custody Assignment	( ) NONE
Death Sentence	( ) Maximum
Life Sentence 0-2 Yrs Served	( ) Maximum
Life Sent. 3-5 Yrs Served	( ) Close
Life Sent 5+ Yrs Served	( ) Medium
Validated Unrenounced STG	( ) Maximum
Validated Renounced STG/Step Down Comp.	( ) Close
Current/prior Sex Inmate	( ) Medium
5+ Yrs Remain to Serve	( ) Medium
Felony Detainer/FH Hold	( ) Medium

11. Custody Compare the "Scored Custody Level" to the "Lowest Possible Custody level. List the HIGHER custody level:

12. Custody Overrides – Increases (Reason Codes)	
( ) Maximum	
( ) 17, Institutional Security Risk	
( ) 10, High Profile	
( ) 11, Offense Aggravated	
( ) 19, Other Major Reason	( ) NONE

13. Custody Overrides – Decreases	
( ) 61, Offense Mitigated	
( ) 79, Other Major Reason	( ) NONE

14. Custody Override Rationale:

15. Recommended Custody Level and Institution Assignment
1. Custody Level Code = ___ (5=maximum; 4=close; 3=medium; 2=minimum)
2. Med ___ MH ___ ED ___ WBE ___ WK ___ SA ___ AC ___ SX ___ DU ___ 3. Recommended Housing Loc _____

COIII Signature _____ AIMS ID: _____ Date: ___/___/___

16. Custody Decision (Deputy Warden or designee is final authority, except for custody overrides)
1. Deputy Warden or designee: a. Accept Recomm. Custody ___ b. Revise Custody to: ___
Deputy Warden or designee: Recommends Override? ___ Yes ___ No If Yes, Reason Code ___
Rationale:
Deputy Warden or designee: Signature _____ AIMS ID: _____ Date: ___/___/___

17. Central Classification (Central Classification is final authority for custody overrides only)
1. Central Classification – Custody Level: ___ Approve ___ Disapprove
If Disapproved, revised Custody Level: _____ Override? ___ Yes ___ No
If Yes, Reason Code ___ Rationale: Final Housing Location; _____
Central Office Signature _____ AIMS ID: _____ Date: ___/___/___

Appendix 5

INITIAL & RECLASSIFICATION INTERNAL RISK SCORESHEET

Inmate Number _____ Inmate Name _____ Fac Code _____

1. Most Serious Current Offense	Points
Offense Sev 6	7
Offense Sev 5	7
Offense Sev 4	4
Offense Sev 3	3
Offense Sev 2	2
Offense Sev 1	0

2. Most Serious Prior/Other Offense	Points
Offense Sev 6	8
Offense Sev 5	8
Offense Sev 4	7
Offense Sev 3	5
Offense Sev 2	3
Offense Sev 1	0
No Prior Felony Conviction	0

3. Escape History (See Table 1)	Points
Escape History H	5
Escape History M	3
Escape History L	0

4. Disciplinary Violation History

Level	Points	Level	Points
9	40	4	15
8	35	3	10
7	30	2	5
6	25	1	0
5	20	0	0

5. Gang Affiliation Status-Reclass only	Points
D,V ,C, M,P or A =Validated STG Member	10
S = STG Suspect	10
S = Gang Suspect	5
N = No Gang Affiliation	0

6. Current Age

Age	Points	Age	Points
Under 18	13	30-32	6
18	12	33-36	5
19-20	11	37-40	4
21-22	10	41-45	3
23-24	9	46-51	2
25-26	8	52-60	1
27-29	7	61+	0

7. Total Scoring

Score	IR Level
1	
2	
3	
4	
5	
6	
TOTAL	

IR Level
Use the Table below to obtain IR Level

Directions: Determine how many IR points the inmate has from #7. Circle the appropriate point category, then circle the adjacent IR level and enter that number in #8 above.

IR LEVELS

IR Points	IR Level
49+	5
34-48	4
14-33	3
9-13	2
0-8	1

9. LOWEST MANDATORY CUSTODY LEVEL - Minimum Custody
( ) 3 Min custody + sex off status F on DI97 ( ) 3 ISC
( ) 3 INS detainer /FH hold or violence

10. Overrides - Decrease Only
( ) 98, Warden's Override-reduce IR by 1 level

11. Recommended Internal Risk Level
1. IR Level Code = ___ (5=Very High internal risk, 4= High internal risk; 3=Moderate internal risk; 2=Low internal risk; 1=Very Low internal risk)
COIII Signature _____ AIMS ID: _____ Date: ___/___/___

12. Unit Internal Risk Level Recommendation (Deputy Warden or designee)
Custody Decision (Deputy Warden or designee is final authority, except for overrides)
1. Deputy Warden or designee: a. Accept Recomm. Custody ____ b. Revise Custody to: ____
Deputy Warden or designee: Recommends Override? ___ Yes ___ No If Yes, Reason Code ____
Rationale:
Deputy Warden or designee: Signature _____ AIMS ID: _____ Date: ___/___/___

13. Warden's Decision (Complex Warden or designee is final authority for IR Level overrides only)
1. Warden – Internal Risk Level: ___ Approve ___ Disapprove
If Disapproved, revised IR Level: _____ Override? ___ Yes ___ No
If Yes, Reason Code ____ Rationale:
Warden or designee Signature _____ AIMS ID: _____ Date: ___/___/___

Appendix 6
Prior's Tables

Initial Classification Priors Table

Offense Severity Score	SEVERITY LEVEL Offense Age in Years			Points assigned Offense Age in Years		
	0-5	5-10	10+	0-5	5-10	10+
6	Very High	High	High- Medium	13	10	8
5	High	High-Medium	Low-Medium	10	8	5
4	High-Medium	Low-Medium	Low	8	5	3
3	Low-Medium	Low	Very-Low	5	3	0
2	Low	Very-Low	Very-Low	3	0	0
1	Very-Low	Very-Low	Very-Low	0	0	0
No Prior Offenses	Very-Low	Very-Low	Very-Low	0	0	0

Reclassification Priors Table

Offense Severity Score	SEVERITY LEVEL Offense Age in Years			Points assigned Offense Age in Years		
	0-5	5-10	10+	0-5	5-10	10+
6	Very High	High	High- Medium	15	14	11
5	High	High-Medium	Low-Medium	14	11	7
4	High-Medium	Low-Medium	Low	11	7	3
3	Low-Medium	Low	Very-Low	7	3	0
2	Low	Very-Low	Very-Low	3	0	0
1	Very-Low	Very-Low	Very-Low	0	0	0
No Prior Offenses	Very-Low	Very-Low	Very-Low	0	0	0

Internal Risk Priors Table

Offense Severity Score	SEVERITY LEVEL Offense Age in Years			Points assigned Offense Age in Years		
	0-5	5-10	10+	0-5	5-10	10+
6	Very High	High	High- Medium	8	8	7
5	High	High-Medium	Low-Medium	8	7	5
4	High-Medium	Low-Medium	Low	7	5	3
3	Low-Medium	Low	Very-Low	5	3	0
2	Low	Very-Low	Very-Low	3	0	0
1	Very-Low	Very-Low	Very-Low	0	0	0
No Prior Offenses	Very-Low	Very-Low	Very-Low	0	0	0

Appendix 7
MARANA Administrative Exclusions/Placement Criteria
April 20, 2009

1.1 The following Administrative Exclusions are applicable to the placement of inmates at the Marana CCTF. Care will be exercised during screening of inmates for Marana placement to insure compliance with all exclusions listed below:

1.1.1 No inmate higher than a minimum custody level.

1.1.2 No Alcohol/Drug Abuse Treatment Needs Scores lower than (A/D-2).

1.1.3 No inmates who have a history of, or current convictions for, Felony Class 2 or 3 property offenses. Except as identified:

- A.R.S. 13-1802 Theft, Class 3.
- A.R.S. 13-2109 Credit Card Theft, Class 2 ($25,000 or more) and Class 3 (more than $3,000 but less than $25,000).
- A.R.S. 13-2303 Financing Extortionate Extensions of Credit, Class 2.
- A.R.S. 13-2307 Trafficking In stolen property - First Degree, Class 2.
- A.R.S. 13-2307 Trafficking In stolen property - Second Degree, Class 3.
- A.R.S. 13-2311 Fraud schemes and practices; willful concealment, Class 3.
- A.R.S. 13-3705 Unlawful Copying or Sale of Sounds or Images from Recording devices, Class 3.
- A.R.S. 13-3713 Consideration for Referral of Patient, Client or Customer.
- A.R.S. 13-1814 Theft of Means of Transportation.
- A.R.S. 13-1201 Endangerment.

1.1.4 Inmates that are committed for Felony Class 4, 5, and 6 Property Offenses and in need of Substance Abuse/Alcohol Abuse Treatment are eligible for placement.

1.1.5 No inmates with a history of Felony convictions for "violent" offenses involving the threat of violence or actual violence (described as any conviction for an offense involving a threat of injury or injury to the victim).

1.1.6 No inmates with a history of sex offense arrests or convictions, or child related offenses (other than child abuse convictions for neglect when such neglect was the direct result of the inmate's substance abuse problem).

1.1.7 No inmates with Medical and Health Care Needs Scores higher than (M-3).

1.1.8 Inmates with Mental Health Care Needs Scores higher than (MH-2) meet criteria, but (MH-3) may be considered on case by case basis.

1.1.9 Inmates with more than 5 years remaining prior to their earliest possible release are excluded from placement.

1.1.10 Inmates with pending disciplinary actions or a history of validated STG involvement are excluded.

1.1.11 Inmates who are serving convictions for DWI and/or Drug Offense are eligible for placement.

Appendix 8
PHOENIX WEST (DWI) Administrative Exclusions/Placement Criteria

1.1 The following Administrative Exclusions and placement criteria are applicable to the placement of inmates at the ASPC-Phoenix West Institution. Care will be exercised during screening of inmates for ASPC-Phoenix West placement to insure compliance with all exclusions listed below:

1.1.1 No Custody Level higher than Minimum. Institution overrides are prohibited.

1.1.2 No inmates with Medical and Heath Care Needs Scores higher than M-3.

1.1.3 No inmates with Mental Health Care Needs Scores higher than MH-3.

1.1.4 No inmates with Sex Offense Status Code of A, B, C or D.

Appendix 9
FLORENCE WEST (DWI/RTC) Administrative Exclusions/Placement Criteria

The following Administrative Exclusions and placement criteria are applicable to the placement of inmates at the Florence West Institution. Care will be exercised during screening of inmates for Florence West placement to insure compliance with all exclusions listed below:

No Custody Level higher than Minimum.

No medical and Health Care Needs Scores higher than M-3.

No Mental Health Care Needs Scores higher than MH-3.

Return to Custody (RTC) Inmates

No Custody Level higher than Minimum.

No RTC inmates who are returned to custody with new conviction(s) or inmates who are returned with active warrants for tried/untried felonies, or an active detainer for tried/untried felony offenses shall be placed at Florence West. Only inmates who are returned to custody with violations of their conditions of release will be paced at Florence West.

No ½ Deport Violators.

No RTC inmates shall be placed at Florence West if they have chronic medical conditions, i.e., cancer, insulin dependent diabetes, seizure disorders, heart disease, tuberculosis, HIV/AIDS or serious mental illness.

Appendix 10
EGGERS/CATALINA Administrative Exclusions/Placement Criteria
Effective January 8, 2009

1.1 Care will be exercised during the screening of inmates Eggers and Catalina Units.

1.1.1 Inmates classified to Minimum Custody, and present minimal risk to the public with an Internal Risk Score (IR) of 3 or lower.

1.1.2 No Criminal Aliens applies to Douglas, Eggers Unit Only.

1.1.3 **Eggers:** Medical and Health Care Needs Score of M-2 or lower, and must be full duty status and medically cleared to work. Exceptions may be made by the Inmate Health Services Director or designee for M-3's. **Catalina:** Medical Need Score of 3 or above.

1.1.4 **Eggers:** Mental Health Needs score of 2 or below. **Catalina:** Mental Health Needs Score of 3 or above with the exception of workers.

APPENDIX 11
Santa Rosa and Piestewa Units Administrative Exclusions/Placement Criteria

1.1 Care will be exercised during the screening of inmates for the above units.

1.1.1 Inmates classified to Minimum.

1.1.2 Medical and Health Care Needs Score of M-2 or lower, and must be full duty status and medically cleared to work. Exceptions may be made by the Inmate Health Services Director or designee for M-3's.

1.1.3 Mental Health Care Needs Score must be a MH-3 or lower. MH-3 inmates may only be approved if the inmate is stabilized on medication and has the approval of the Mental Health Provider to work a full duty-site job.

Appendix 12
KINGMAN Administrative Exclusions/Placement Criteria

1.1 KINGMAN:

1.1.1 Inmates classified to Minimum or Medium Custody, inclusive of overrides.

1.1.2 Medical/Mental Health score of 3 or lower.

1.1.3 No DNHW issues at Kingman.

1.1.4 No Special Education Needs.

Inmates who are within 2 years of release and must register as a sex inmate are restricted from placement.

Appendix 13
PAPAGO Administrative Exclusions/Placement Criteria

1.1 PAPAGO

1.1.1 Have two years or less to serve.

1.1.2 No escape history; absconding is okay.

1.1.3 Custody Classification of Minimum.

1.1.4 No Criminal Aliens.

1.1.5 No DNHW's.

1.1.6 Have no violence in their history (current or past convictions only) i.e., aggravated assault, armed robbery, kidnapping, etc...

Appendix 14
Recognized STG'S
June 1, 2009

Code	Security Threat Group
AR001	Aryan Brotherhood
NE064	New Mexican Mafia
ME001	Old Mexican Mafia
SU082	Surenos
BO034	Border Brothers
GR029	Grandel
WA010	Warrior Society
MA053	Mau Mau
DA010	Dine

Appendix 15 – Request for Witness

ARIZONA DEPARTMENT OF CORRECTIONS

Request for Witness (Proposed Level 5 Placement)

Inmate Name *(Last, First M.I.)*	ADC Number	Unit	Date

Requests that the following person: ☐ Staff ☐ Inmate

Witness Name *(Last, First M.I.)*	ADC Number	Badge Number	Unit

To appear as a witness at the hearing to consider Maximum Custody placement/review scheduled for _____/_____/_____.

Do you wish to present information at the Classification Hearing of the inmate who requested you as a witness?

☐ No If your answer to this question is "No", you need not complete the remainder of this questionnaire. Please sign the questionnaire at the bottom of the page and return to the Classification Officer noted.

☐ Yes If your answer to this question is "Yes", please complete the remainder of the questionnaire, sign the bottom of this form and return to the Classification Officer noted.

Proposed questions/responses from the inmate making the request for the above witness:

Witness Signature	Staff Signature /Title *(if witness is an inmate)*	Date

Return completed form to:

Classification Officer	Unit	Return by Date *(two days prior to scheduled hearing)*
Requested Witness Is ☐ Approved ☐ Denied	Classification Officer Signature	Date

Distribution: White - Master Record File
Canary - Inmate Copy
Pink - Institutional File

801-2
2/26/10

Appendix 16 – Notice of Hearing and Inmate Rights (2 pages)

ARIZONA DEPARTMENT OF CORRECTIONS

Notice of Hearing and Inmate Rights
(Proposed Maximum Custody Placement)

Inmate Name *(Last, First M.I.) (Please print)*	ADC Number	Unit	Hearing Date

Purpose of Hearing: You are being referred for a Classification Review and Hearing to determine whether you should be placed at a maximum custody institution. The issue being considered is whether your already proven conduct, in conjunction with an assessment of your overall record, constitutes a threat to the safety and security of the institution.

The COIII or CO-IV will determine whether that behavior, together with your overall record, constitutes a threat to the safety and security of the institution. In addressing this issue, the staff member will determine whether your proven behavior falls within any of the categories below.

Behavior Categories: Indicate *(with a check)* which of the following behavioral categories apply to the inmate's proven behavior.

☐ 1. The inmate has demonstrated physical or sexually assaultive behavior resulting in either serious physical injury or death to any person, or in an attempt to sexually assault any person, or to cause serious physical injury or death to any person, or if the inmate has conspired in the planning any of the mentioned. Such demonstrated assaultive behavior may or may not involve the use of a weapon.

☐ 2. The nature of the criminal offense(s) committed prior to incarceration constitutes a current threat to the security and orderly operation of the institution and to the safety of others; for example, assaults against law enforcement, participation in gang activity or actions indicating an escape risk.

☐ 3. The inmate was an active participant in, organized, or incited a disturbance or riot that resulted in the taking of a hostage, loss of life, property damage, or physical harm to others.

☐ 4. The inmate has conspired or attempted to convey, introduce or poses contraband, which posses a threat or danger to the security of the institution. Such items of contraband may include, but are not limited to weapons, drugs, ammunition, communication devices, or escape material.

☐ 5. The inmate functions as a leader, enforcer, recruiter, or member of a validated Security Threat Group.

☐ 6. The inmate escaped, attempted escape or committed acts to facilitate an escape from custody.

☐ 7. The inmate, through repetitive and/or seriously disruptive behavior, has demonstrated a chronic inability to adjust to a lower custody unit, as evidenced by repeated guilty findings by the Disciplinary Hearing Officer (DHO).

Rationale for placement: *(Instructions: provide a detailed factual account of the incident(s) that supports the proposed placement. In addition, if the incident(s) that triggered the proposed placement is a rule violation found by the DHO, attach a copy of the DHO report(s).)*

Distribution: White - Master Record File
Canary - Inmate Copy
Pink - Institutional File

801-6
2/25/10

Page 1

Notice of Hearing and Inmate Rights Cont'd

Inmate Rights: An inmate has a right to be present at the hearing and respond to evidence presented. The staff member may waive, in writing, the inmate's appearance, if it is determined that a waiver is in the best interest of the secure and orderly operation of the institution.

The inmate shall be afforded an opportunity to provide an oral or a written statement during the hearing. A summary of the inmate's oral statement or of the statement by a witness requested by the inmate shall be recorded. A copy of the written statement(s) shall be attached to the Hearing Findings. The staff member shall insure that such summary statements are based on the inmate's intended meaning. The inmate shall be asked to read the statement and certify its accuracy when signing the form.

The staff member shall exercise authority over witnesses and the testimony of witnesses at all hearings. Witnesses requested by inmates shall be authorized at the hearing based on the conclusion by the staff member prior to the hearing that the testimony to be provided will be relevant to material facts to be considered at the hearing. If such relevancy cannot be clearly established, the witness shall not be authorized. No witnesses shall be permitted at the hearing when the sole basis for the hearing is a finding of "guilty" by the Disciplinary Hearing Officer (DHO). The staff member shall evaluate the relevance of the information the witness expects to present and approve or deny the witness for the hearing.

If confidential information is to be used in the hearing, the inmate shall be advised of such and this fact shall be stated in a manner that avoids the compromise of the confidential source of that information. If such information is to be used, a Confidential Informant Reliability Assessment Questionnaire (CIRAQ) shall be completed.

An inmate may waive appearance at the hearing, by signing the waiver provided on the referral notice, if the following circumstances exist:

- ☐ Both the staff member and the inmate agree to waive the inmate's appearance.
- ☐ The inmate must be served written notice of the scheduled hearing and the inmate shall sign the written waiver provided on this form.

_____ / _____ I waive the right to the 48 hour notice of hearing.
(Inmate Initials) *(Date)*

Inmate Signature	Staff Signature / Title	Date

Distribution: White - Master Record File
Canary - Inmate Copy
Pink - Institutional File

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2/25/10

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Appendix 17 – Notice of Appeal – Maximum Custody Placement

ARIZONA DEPARTMENT OF CORRECTIONS

Notice of Appeal - Maximum Custody Placement

Inmate Name *(Last, First M.I.)*	ADC Number	Unit	Hearing Date

I am appealing:

☐ Placement at Maximum Custody Unit. The Hearing was held on _____/_____/_____.

☐ Continued placement at Maximum Custody Unit. The Hearing was held on _____/_____/_____.

I understand that I have five (15) work days from the date of placement notice from which to file my appeal.

Basis for appeal: *(Be specific with the facts and detail the rationale on why you feel the approved placement should be reversed.)*

Inmate Signature	Receiving Officer Signature/Title/Badge Number	Date

Distribution: White - Master Record File
Canary - Inmate Copy
Pink - Institutional File

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2/25/10

Appendix 18 – Maximum Custody Placement Recommendation/Approval – 2 pages

ARIZONA DEPARTMENT OF CORRECTIONS

Maximum Custody Placement Recommendation/Approval

Inmate Name *(Last, First M.I.)*	ADC Number	Unit	Hearing Date

The inmate ☐ was ☐ was **not** present for the hearing *(if not provide reason)*: _____

The inmate ☐ did ☐ did **not** submit a written statement, if so, is the statement attached? ☐ Yes ☐ No

The inmate ☐ did ☐ did **not** request witnesses, if so, was the Witness Request form(s) completed? ☐ Yes ☐ No

Present at the hearing were: _____

Purpose of Hearing: To determine whether the inmate should be placed at a maximum custody institution based on already proven conduct, in conjunction with an assessment of the inmate's overall record, which constitutes a threat to the safety and security of the institution. In addressing this issue, the Classification Officer will determine whether the behavior falls within any of the categories below.

Behavior Categories: Indicate *(with a check)* which of the following behavioral categories apply.

☐ 1. The inmate has demonstrated physical or sexually assaultive behavior resulting in either serious physical injury or death to any person, or in an attempt to sexually assault any person, or to cause serious physical injury or death to any person, or if the inmate has conspired in the planning any of the mentioned. Such demonstrated assaultive behavior may or may not involve the use of a weapon.

☐ 2. The nature of the criminal offense(s) committed prior to incarceration constitutes a current threat to the security and orderly operation of the institution and to the safety of others; for example, assaults against law enforcement, participation in gang activity or actions indicating an escape risk.

☐ 3. The inmate was an active participant in, organized, or incited a disturbance or riot that resulted in the taking of a hostage, loss of life, property damage, or physical harm to others.

☐ 4. The inmate has conspired or attempted to convey, introduce or possess contraband, which posses a threat or danger to the security of the institution. Such items of contraband may include, but are not limited to weapons, drugs, ammunition, communication devices, or escape material.

☐ 5. The inmate functions as a leader, enforcer, recruiter, or member of a validated Security Threat Group.

☐ 6. The inmate escaped, attempted escape or committed acts to facilitate an escape from custody.

☐ 7. The inmate, through repetitive and/or seriously disruptive behavior, has demonstrated a chronic inability to adjust to a lower custody unit, as evidenced by repeated guilty findings by the Disciplinary Hearing Officer (DHO).

Recommendation

Rationale

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Canary - Inmate Copy
Pink - Institutional File

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2/26/10

Page 1

Maximum Custody Placement Recommendation/Approval Cont'd

Evidence relied on to support the recommendation: *(Evidence may include copies of the Disciplinary Reports)*

Was the inmate provided a copy of the Hearing Findings? ☐ Yes ☐ No
Inmate notified of the appeal process? ☐ Yes ☐ No
Inmate ☐ does ☐ does **not** waive their right to an appeal regarding placement in Maximum Custody?
Inmate given a copy of the Notice of Appeal for Maximum Custody Placement? ☐ Yes ☐ No

Inmate Printed Name	Inmate Signature	Date
Classification Officer Printed Name	Classification Officer Signature	Date

☐ Recommended ☐ Denied

Deputy Warden Printed Name	Deputy Warden Signature	Date
Comments		

☐ Approved ☐ Denied

Warden Printed Name	Warden Signature	Date
Comments		

☐ Approved ☐ Denied

Classification Administrator Printed Name	Classification Administrator Signature	Date
Comments		

Distribution: White - Master Record File
Canary - Inmate Copy
Pink - Institutional File

801-7
2/26/10

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Appendix 19 – ICC Progress Report – 2 pages

ARIZONA DEPARTMENT OF CORRECTIONS
INTERSTATE CORRECTIONS COMPACT
PROGRESS REPORT

CONFIDENTIAL

INMATE NAME: _____ ADC #: _____
LIST AKA'S: _____
PREPARED BY: _____ TITLE: _____
INSTITUTION: _____ UNIT: _____
DATE PREPARED: _____

(INSTITUTIONAL MOVEMENT SINCE LAST ICC PROGRESS REPORT)

DATE	LOCATION	REASON

PRESENT PROGRAM ASSIGNMENT (IF UNASSIGNED - - - STATE WHY)

DISCIPLINARY ACTION SINCE LAST ICC PROGRESS REPORT INCLUDING RECESSIONS AND FORFEITURES (DO NOT USE ABBREVIATIONS)

DATE	CHARGE	DISPOSITION

REGULAR CORRESPONDENCE AND/OR VISIT FORM:

INMATE NAME: _____ ADC #: _____

SUMMARY OF MONTHLY EVALUATIONS SINCE LAST ICC PROGRESS REPORT (INDICATE POINTS RECEIVED BY INMATE OUT OF TOTAL POSSIBLE AND INDICATE ASSIGNMENT)

PRESENTLY ENROLLED IN ANY COUNSELING PROGRAM OR ACTIVITIES - ITEMIZE: (IF SO, HOW LONG FOR EACH LISTED AS OF THE TIME OF REPORT)

COUNSELOR COMMENTS:

RELEASE PLANS INCLUDING RESIDENCE - WITH WHOM - ADDRESS - EMPLOYMENT - COUNSELING AND/OR SUBSTANCE ABUSE PROGRAM - INDICATE WHETHER PLANS ARE ESTABLISHED OR PROPOSED:

APPROVED BY: _____ DATE: _____
(DEPUTY WARDEN)

FORM ICC-1B

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APPENDIX 20
SACRC Southern Arizona Correctional Release Center
Administrative Exclusions/Placement Criteria

Effective 11/27/07

1.1 Inmates classified to Minimum.

1.2 Inmates shall have passed all mandatory education requirements.

1.3 No Special Education Requirements.

1.4 Medical and Health Care Needs Score of M-2 or lower

1.5 Mental Health Care Needs Score must be a MH-3 or lower. MH-3 inmates may only be approved if the inmate is stabilized on medication and has the approval of the Mental Health Provider to work a full duty-site job.

APPENDIX 21
Aspen Administrative Exclusions/Placement Criteria

Procedures

1.1 Inmates shall be identified by Mental Health as approved for admission to Aspen.

1.2 Mental health staff at the referring facility shall submit an admission packet to the Mental Health Team Coordinator (MHTC).

1.3 The MHTC shall review the packet, the inmate's file, and any other relevant information.

1.4 Upon approval, the MHTC shall advise Central Office Movement Officer

1.5 The Classification Manager will ensure that the inmate meets criteria and schedules movement into Aspen.

Criteria

1.1 Medium Custody or Lower

1.2 Inmates with a sentence of more than 10 years are excluded, unless approved by the Aspen Deputy Warden after consultation with the complex Warden.

\

1.3 No escape/attempted escape from a secure perimeter facility less than three (3) years ago, or multiple such escapes/attempted escapes within the past ten (10) years.

1.4 Mental Health Care Needs Scores lower than (MH-3) or higher than (MH-4) are excluded.

1.5 Inmates with a sentence of Life, regardless of release eligibility are excluded, unless approved by the Aspen Deputy Warden after consultation with the complex Warden.

Appendix 22
AIMS Hold Codes

Turns on	Turns off	DI41 Priority code	
PC	PD	S	Protective Custody Hold
SX	SY	O	Sx Offndr Unit Apprvd
SI	SJ	I	ICE Hearing Hold
CD	CE	Z	Zip Code Hold
LE	LF	L	Special Ed./Vocational
PH	PM	E	Vocational Hold
JA	JR	J	CI Job Assignment Hold
MT	MV	T	Meth Hold
SA	SB	D	Substance Abuse Hold
SP	SQ	Q	Suicide Prevention Aide
IC	IV	R	ICVC
MP	MQ	M	Mentoring Hold
LC	LD	C	Custody Restriction Hold
FI	FJ	F	Fire Crew
RE	RF	N	Prisoner Re-entry
IG	IJ	G	IGA Worker
AD	AE	A	Admin Hold